

AGENDA

BOARD OF MAYOR AND ALDERMEN

April 02, 2013
Mayor and all Aldermen

7:30 p.m.
Aldermanic Chambers
City Hall (3rd Floor)

1. Mayor Gatsas calls the meeting to order.
2. The Clerk calls the roll.

CONSENT AGENDA (ITEMS 3-21)

3. Mayor Gatsas advises if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

Accept BMA Minutes

4. Accept minutes from the January 7, 2013 Special BMA; January 15, 2013, February 5, 2013 and February 19, 2013 Public Participation; and February 19, 2013 and March 5, 2013 BMA.

Approve under supervision of the Department of Highways

5. Pole Petitions:

11-1412 (3) Webster Street
11-1413 (1) High Ridge Road

Information to be Received and Filed

6. Communication from Denis Dancoes, Intown Manchester Board of Trustees Chairman, informing the board of Stephanie Lewry's retirement from Intown Manchester.

7. Communication from Comcast regarding grandfathered cable packages.
8. Communication from Comcast regarding price adjustment information.

REFERRALS TO COMMITTEES

COMMITTEE ON FINANCE

9. Resolution:

“Amending the FY 2013 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) for the FY 2013 CIP 810813 ERP Project.”

REPORTS OF COMMITTEES

COMMITTEE ON ACCOUNTS, ENROLLMENT & REVENUE ADMINISTRATION

10. Advising that it has accepted the following Finance Department reports:
 - Accounts Receivable over 90 days
 - Aging Report
 - Outstanding Receivables*(Unanimous vote with the exception of Alderman O’Neil who was absent)*
11. Advising that it has accepted the City’s Monthly Financial Reports (unaudited) for the first eight months of fiscal year 2013.
(Unanimous vote)
12. Recommending that the communication from David Gosselin, School District Athletic Director, requesting authorization to utilize the gate receipts in the athletic budget to be used for uniforms, supplies and equipment be referred to the Special Joint Committee on Education.
(Unanimous vote)

13. Recommending that City staff continue discussions with Pochito's on a settlement agreement.
(Unanimous vote)
14. Recommending that the City approve the loan extensions for Mary's Closet, Aviation Technology, and OLK-12.
(Unanimous vote)
15. Recommending that the new due dates for the borrowers in the City's Revolving Loan fund be approved.
(Unanimous vote)

COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

16. Advising that the banner application submitted by Families in Transition for Elm and Kelley Streets, for a two-week period from April 18, 2013 through May 2, 2013, has been approved.
(Unanimous vote)
17. Recommending that the \$300.00 Fair Permit/License fee be waived for the NH Fisher Cats and Clear Channel Radio "Skyshow" event to be held on May 26, 2013.
(Unanimous vote with the exception of Alderman Greazzo who voted in opposition)
18. Recommending that Ordinance Amendment submitted by the Police Department:

"Amending Section 70.40 Towing of the Code of Ordinances of the City of Manchester by increasing the fees associated with vehicles towed without the consent or authorization of the owner/operator of the vehicle."

be approved and referred to the Committee on Bills on Second Reading for technical review.

19. Recommending that the communication from the Chamber of Commerce regarding the plaque given to the City by the Manchester, UK delegation be referred to the City Clerk.
(Unanimous vote)
20. Recommending that the communication from Normand Lavigne regarding the Cruising Downtown Car Show event has been accepted.
(Unanimous vote)
21. Advising that the denial of consideration of Dan's City Auto Body & Towing as a towing contractor with the City be upheld.
(Unanimous vote)

LADIES AND GENTLEMEN, HAVING READ THE CONSENT AGENDA, A MOTION WOULD BE IN ORDER THAT THE CONSENT AGENDA BE APPROVED.

REGULAR BUSINESS

22. Nomination(s) to be presented by Mayor Gatsas, if available.
23. Legislative Update, if available.
Ladies and Gentlemen, what is your pleasure?
24. Report(s) of the Committee on Community Improvement, if available.
Ladies and Gentlemen, what is your pleasure?
25. A motion is in order to recess the meeting to allow the Committee on Finance to meet.
26. Mayor Gatsas calls the meeting back to order.

27. Report(s) of the Committee on Finance, if available.
Ladies and Gentlemen, what is your pleasure?
28. Report(s) of the Committee on Human Resources/Insurance, if available.
Ladies and Gentlemen, what is your pleasure?
29. Report(s) of the Committee on Public Safety, Health and Traffic, if available.
Ladies and Gentlemen, what is your pleasure?
30. Resolution: **(A motion is in order to read by title only.)**

“Amending the FY 2013 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) for the FY 2013 CIP 810813 ERP Project.”

A motion is in order that the Resolution ought to pass and be enrolled.
31. **A motion is in order to recess the meeting to discuss strategy or negotiations with respect to collective bargaining pursuant to the provisions of RSA 91-A:2 I(a).**

NEW BUSINESS

TABLED ITEMS

(A motion is in order to remove any item from the table.)

32. Petition to release and discharge a portion of Hayward North Back Street.
(Note: Tabled 4/03/2012; communication from Kevin Sheppard is attached)
33. Budget Resolutions: **(A motion is in order to read by titles only.)**

“Continuation of the Central Business Service District.”

“Authorizing the Finance Officer to utilize surplus funds from the Fiscal Year 2013 budget to fund a prepayment of \$750,000 for Fiscal Year 2014 City pension costs.”

“Authorizing the Finance Officer to transfer \$130,431 from the Special Revenue Reserve Account to the Parking Division in Fiscal Year 2013 to reimburse the Parking Division for Fiscal Year 2014 debt service associated with the Hampshire Plaza parking garage.”

A motion is in order that the resolutions ought to pass and be enrolled.
(Tabled 3/19/2013)

34. Appropriating Resolutions: (A motion is in order to read by titles only.)

“Appropriating to the Parking Fund the sum of \$5,000,000 from parking revenues for the Fiscal Year 2014.”

"Appropriating the sum of \$13,229,048 from Sewer User Rental Charges to the Environmental Protection Division for the Fiscal Year 2014.”

“Appropriating the sum of \$2,130,115 from Recreation User Charges to the Recreation Division for the Fiscal Year 2014.”

“Appropriating to the Manchester Transit Authority the sum of \$1,080,536 for the Fiscal Year 2014.”

“Appropriating to the Manchester School District the sum of \$155,724,449 for the Fiscal Year 2014.”

“Appropriating all Incremental Meals and Rooms Tax Revenue Received by the City in the Fiscal Year 2014 and held in the Civic Center Fund, for the payment of the City’s Obligations in Said Fiscal Year under the Financing Agreement.”

“Appropriating to the Manchester Airport Authority the sum of \$47,887,649 from Special Airport Revenue Funds for the Fiscal Year 2014.”

“Appropriating to the Manchester School Food and Nutrition Services Program the sum of \$5,796,000 from School Food and Nutrition Services Revenues for the Fiscal Year 2014.”

“Raising Monies and Making Appropriations of \$134,970,938 for the Fiscal Year 2014.”

“Appropriating to the Central Business Service District the sum of \$258,000 from Central Business Service District Funds for the Fiscal Year 2014.”

A motion is in order that the resolutions ought to pass and be enrolled.
(Tabled 3/19/2013)

ADJOURNMENT

35. If there is no further business, a motion is in order to adjourn.

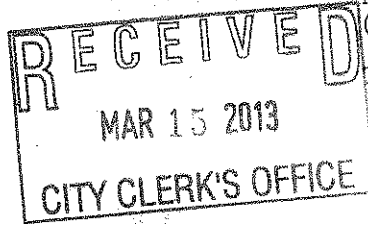


**Public Service
of New Hampshire**

60 W. Pennacook Street, Manchester, NH 03101

Public Service Company of New Hampshire
P.O. Box 330
Manchester, NH 03105-0330
(603) 669-4000

The Northeast Utilities System



March 14, 2013

Office of the City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear City Clerk,

Public Service of New Hampshire is hereby requesting permission to install/replace pole(s) located in City of Manchester, New Hampshire.

Enclosed for your review find two copies of PSNH Petition and Pole License number 11-1412 for City of Manchester review.

Upon approval, please have each copy of the Petition and Pole License signed by the proper authority.

Retain the Petition and Pole License copy labeled "**Manchester**" and mail the remaining signed copies along with any invoice for payment to PSNH in the enclosed self-addressed envelope.

If the Petition and Pole License is not approved, please return all copies to PSNH with an explanation.

Please contact me by telephone or e-mail with any questions you may have.

Thank you.

Lisa-Marie Pinkes

Lisa-Marie Pinkes
Customer Operations Support - Licensing
Public Service of New Hampshire
PO Box 330
Manchester, NH 03105-9989
Tel. 603-634-2218
E-Mail: pinkel@nu.com

Enclosure(s)

CITY OF MANCHESTER, NH
PETITION FOR POLE LOCATION LICENSE

POLE LOCATION
FORM NO. 1

March 14, 2013

*To the Hon. Board of Mayor and Aldermen
of the City of Manchester, New Hampshire:*

PUBLIC SERVICE OF NEW HAMPSHIRE

request a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary, along, across, and under the following public ways:

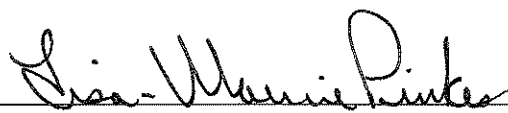
License three (3) pole(s), 20/29YS, 20/35S, 20/53PB located on Webster Street in the City of Manchester.

Wherefore we pray, that we be granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon together with sustaining, strengthening and protecting fixtures as may be necessary, said underground conduits, poles and structures to be installed approximately in accordance with the plan filed herewith marked "POLE LOCATION PLAN, PUBLIC SERVICE OF NEW HAMPSHIRE".

Plan No. 11-1412
Dated: 3/14/2013

PUBLIC SERVICE OF NEW HAMPSHIRE

BY:


Lisa-Marie Pinkes, Licensing Specialist

Conditions upon which The Pole Location License cited on reverse side is Granted:

1. Excavations, obstructions or encumbrances shall at all times be properly guarded, barricaded or fenced during the whole time the highway is excavated, obstructed or encumbered, and lights shall be maintained throughout the night so that all excavations, obstructions and encumbrances may be readily seen.
2. The grantee hereby agrees to indemnify and save harmless the City of Manchester, NH, for all claims for damages or injury whatsoever that may arise from the excavation, obstruction, encumbrance or occupation of said highway, and the applicant shall be accountable for all damage that may occur on account of said excavation, obstruction, encumbrance or occupation of the aforesaid highway made or created in violation of the terms of this License; the City of Manchester in no case assuming any responsibility or liability by reason of the issuing of this grant.
3. Shade trees shall neither be cut down, cut, trimmed or otherwise injured by the grantee, unless special permission shall have been granted by the abutting owner or owners, or the city.
4. The grantee shall neither grant permission to place signs, or advertisements, (Excepting only city street signs) nor permit the same to be attached to or displayed on or upon any pole or poles within the City of Manchester, and said grantee shall remove or cause to be removed all such signs or advertisements which may be so placed by any corporation, firm, person or persons.
5. The grantee shall paint all poles within the City of Manchester, unless such poles are of the creosote treated type or it is otherwise specified in this grant, the standard color to be dark green.
6. The highway shall be left in as good condition and repair upon the completion of the work necessitated by this grant as existed previously, and the Department of Highways may restore the highway to as good condition and repair, or cause the same to be restored under its direction, and the grantee shall reimburse the City for any and all liability and expenses occasioned by reason of such work.
7. All poles shall be of wood or other suitable material, and the wires shall be run along and across the highway between the points named herein, and shall be maintained at least 18 feet above the surface of the ground.

"In accordance with the requirements of RSA 72:23, l(b) the licensee(s) and any other entity now or hereafter using or occupying municipal property pursuant to the is license shall be responsible for the payment of, and shall pay, all properly assessed personal and real property taxes no later than the due date. Failure to pay duly assessed personal and real property taxes when due shall be cause to provide a written notice to said licensee to show cause by a date certain specified in the notice to said license should not be terminated for nonpayment of the sums due.

The changes to the within license set for in the preceding paragraph shall take effect April 1, 2005, and shall remain in effect until changed in accordance with the requirements of RSA 231:163."

POLE LOCATION LICENSE

POLE LOCATION
FORM NO. 2

In the Board of Mayor and Aldermen of the City of Manchester, New Hampshire,
on _____. It appearing that the public good requires it, it is hereby

ORDERED

That PUBLIC SERVICE OF NEW HAMPSHIRE be and hereby are granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary in the public way, or ways, hereinafter referred to as requested in the petition of said Companies dated the 14th day of March, 2013.

All construction under this order shall be in conformity with the Laws of the State of New Hampshire and the Ordinances of the City of Manchester, NH, and this license is granted, subject to its approval by the Surveyor of Highways and to certain conditions which are printed on the reverse side of this order, also the following designations and definitions, before this license shall be in full force and effect;

The maximum and minimum length of said poles shall be 60 feet and 25 feet; height of structures 52 feet and 20 feet. The approximate locations of poles and structures, including where applicable the approximate distance thereof from the edge of the traveled roadway, or of the side-walk, and of underground conduits and cables are designated or defined as shown upon a plan marked "POLE LOCATION PLAN - PUBLIC SERVICE OF NEW HAMPSHIRE" No. 11-1412, dated 3/14/2013 attached to and made a part of this order. All of said wires and cables except such as are vertically attached to poles and structures shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

Underground conduits, wires and cables shall be not less than current minimum requirements of the National Electrical Safety Code below the surface of the roadway.

This license is granted as to the following public ways or parts of ways in Manchester, New Hampshire.

License three (3) pole(s), 20/29YS, 20/35S, 20/53PB located on Webster Street in the City of Manchester.

Granted By Vote of Board of Mayor
and Aldermen, subject to approval
of surveyor of Highways at meeting
of said Board held _____

Approved
Dept. of Highways

BY: _____, Surveyor

ATTEST _____
Matthew Normand, City Clerk













Received _____ at **Manchester** and recorded in Records of Pole Location Licenses.
Vol., _____, Page _____, filed and an attested copy delivered to the said Public Service of New Hampshire.

ATTEST _____
Matthew Normand, City Clerk

POLE LOCATION PLAN

DATE 03/14/2013
 MUNICIPALITY: Manchester
 STREET / ROAD: Webster Street
 PSNH OFFICE: Hooksett
 PSNH ENGINEER: Bob Prescott
 TELCO ENGINEER: _____

LICENSE NO. 11-1412
 STATE HWY. DIV. NO. 5
 STATE LICENSE NO. _____
 WORK REQUEST# 1949745
 WORK FINANCIAL # 9Y320353
 TELCO PROJECT # _____

Pole Numbers		Pole Sz-CI	Eq BH	INSTALL  POLE  PB REMOVE  REF  100% LTS  J/O  100% TEL 	Span	DIST. FROM	Remarks	DOC REQ
LTS	TEL							
				HOUSE #234 				
				MUNICIPAL PROPERTY 				
<u>20/29ys</u>	<u>no tel</u>	30'-5		WEBSTER ST 			INSTALL NEW STUB POLE AND ANCHOR <i>M</i>	
					30'		POLE 20/29Y TO NEW 20/29YS	
20/29Y	218/24.5						REF. POLE	
				HEMLOCK ST 				

POLE LOCATION PLAN

DATE 03/14/2013

MUNICIPALITY: Manchester

STREET / ROAD: Webster Street

PSNH OFFICE: Hooksett

PSNH ENGINEER: Bob Prescott

TELCO ENGINEER: _____

LICENSE NO. 11-1412


STATE HWY. DIV. NO. 5

STATE LICENSE NO. _____

WORK REQUEST# 1949745

WORK FINANCIAL # 9Y320353

TELCO PROJECT # _____

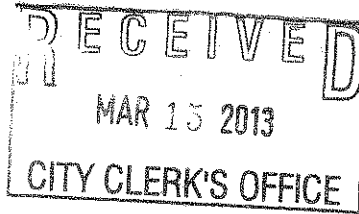
Pole Numbers		Pole Sz-CI	Eq BH	INSTALL	REMOVE	REF	100% LTS	J/O	100 % TEL	Span	DIST. FROM	Remarks	DOC REQ
LTS	TEL			POLE	PB								
				HOUSE #304									
				MUNICIPAL PROPERTY									
20/35S	no tel	30'-5										INSTALL NEW STUB POLE AND ANCHOR	
				WEBSTER ST									
										35'		POLE 20/35 TO NEW 20/35S	
20/35	218/30											REF. POLE	
				LINDEN ST									
													

DATE	03/14/2013	LICENSE NO.	11-1412
MUNICIPALITY:	Manchester	STATE HWY. DIV. NO.	5
STREET / ROAD:	Webster Street	STATE LICENSE NO.	
PSNH OFFICE:	Hooksett	WORK REQUEST#	1949745
PSNH ENGINEER:	Bob Prescott	WORK FINANCIAL #	9Y320353
TELCO ENGINEER:		TELCO PROJECT #	

Pole Numbers		Pole Sz-CI	Eq BH	<div> <div>INSTALL</div> <div>REMOVE</div> <div>REF</div> <div>100% LTS</div> <div>J/O</div> <div>100 % TEL</div> </div> <div> <div>POLE</div> <div>PB</div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>							Span	DIST. FROM	Remarks	DOC REQ
LTS	TEL													
				<div>HOUSE #10 W. HAVEN RD</div> <div> <div></div> <div>W. HAVEN RD</div> </div> <div>MUNICIPAL PROPERTY</div>										
20/53PB	no tel	40-3		<div> <div></div> <div></div> </div> <div>WEBSTER ST</div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div>							30'		INSTALL NEW PUSH BRACE POLE POLE 20/53 TO NEW 20/53PB REF. POLE	



**Public Service
of New Hampshire**



60 W. Pennacook Street, Manchester, NH 03101

Public Service Company of New Hampshire
P.O. Box 330
Manchester, NH 03105-0330
(603) 669-4000

The Northeast Utilities System

March 14, 2013

Office of the City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear City Clerk,

Public Service of New Hampshire is hereby requesting permission to install/replace pole(s) located in City of Manchester, New Hampshire.

Enclosed for your review find two copies of PSNH Petition and Pole License number 11-1413 for City of Manchester review.

Upon approval, please have each copy of the Petition and Pole License signed by the proper authority.

Retain the Petition and Pole License copy labeled "**Manchester**" and mail the remaining signed copies along with any invoice for payment to PSNH in the enclosed self-addressed envelope.

If the Petition and Pole License is not approved, please return all copies to PSNH with an explanation.

Please contact me by telephone or e-mail with any questions you may have.

Thank you.

Lisa-Marie Pinkes

Lisa-Marie Pinkes
Customer Operations Support - Licensing
Public Service of New Hampshire
PO Box 330
Manchester, NH 03105-9989
Tel. 603-634-2218
E-Mail: pinkel@nu.com

Enclosure(s)

CITY OF MANCHESTER, NH
PETITION FOR POLE LOCATION LICENSE

POLE LOCATION
FORM NO. 1

March 14, 2013

*To the Hon. Board of Mayor and Aldermen
of the City of Manchester, New Hampshire:*

PUBLIC SERVICE OF NEW HAMPSHIRE

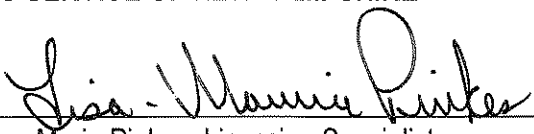
request a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary, along, across, and under the following public ways:

License one (1) pole(s), 733/8S located on High Ridge Road in the City of Manchester.

Wherefore we pray, that we be granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon together with sustaining, strengthening and protecting fixtures as may be necessary, said underground conduits, poles and structures to be installed approximately in accordance with the plan filed herewith marked "POLE LOCATION PLAN, PUBLIC SERVICE OF NEW HAMPSHIRE".

Plan No. 11-1413
Dated: 3/12/2013

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: 
Lisa-Marie Pinkes, Licensing Specialist

Conditions upon which The Pole Location License cited on reverse side is Granted:

1. Excavations, obstructions or encumbrances shall at all times be properly guarded, barricaded or fenced during the whole time the highway is excavated, obstructed or encumbered, and lights shall be maintained throughout the night so that all excavations, obstructions and encumbrances may be readily seen.
2. The grantee hereby agrees to indemnify and save harmless the City of Manchester, NH, for all claims for damages or injury whatsoever that may arise from the excavation, obstruction, encumbrance or occupation of said highway, and the applicant shall be accountable for all damage that may occur on account of said excavation, obstruction, encumbrance or occupation of the aforesaid highway made or created in violation of the terms of this License; the City of Manchester in no case assuming any responsibility or liability by reason of the issuing of this grant.
3. Shade trees shall neither be cut down, cut, trimmed or otherwise injured by the grantee, unless special permission shall have been granted by the abutting owner or owners, or the city.
4. The grantee shall neither grant permission to place signs, or advertisements, (Excepting only city street signs) nor permit the same to be attached to or displayed on or upon any pole or poles within the City of Manchester, and said grantee shall remove or cause to be removed all such signs or advertisements which may be so placed by any corporation, firm, person or persons.
5. The grantee shall paint all poles within the City of Manchester, unless such poles are of the creosote treated type or it is otherwise specified in this grant, the standard color to be dark green.
6. The highway shall be left in as good condition and repair upon the completion of the work necessitated by this grant as existed previously, and the Department of Highways may restore the highway to as good condition and repair, or cause the same to be restored under its direction, and the grantee shall reimburse the City for any and all liability and expenses occasioned by reason of such work.
7. All poles shall be of wood or other suitable material, and the wires shall be run along and across the highway between the points named herein, and shall be maintained at least 18 feet above the surface of the ground.

"In accordance with the requirements of RSA 72:23, l(b) the licensee(s) and any other entity now or hereafter using or occupying municipal property pursuant to the is license shall be responsible for the payment of, and shall pay, all properly assessed personal and real property taxes no later than the due date. Failure to pay duly assessed personal and real property taxes when due shall be cause to provide a written notice to said licensee to show cause by a date certain specified in the notice to said license should not be terminated for nonpayment of the sums due.

The changes to the within license set for in the preceding paragraph shall take effect April 1, 2005, and shall remain in effect until changed in accordance with the requirements of RSA 231:163."

POLE LOCATION LICENSE

POLE LOCATION
FORM NO. 2

In the Board of Mayor and Aldermen of the City of Manchester, New Hampshire,
on _____. It appearing that the public good requires it, it is hereby

ORDERED

That PUBLIC SERVICE OF NEW HAMPSHIRE be and hereby are granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary in the public way, or ways, hereinafter referred to as requested in the petition of said Companies dated the 14th day of March, 2013.

All construction under this order shall be in conformity with the Laws of the State of New Hampshire and the Ordinances of the City of Manchester, NH, and this license is granted, subject to its approval by the Surveyor of Highways and to certain conditions which are printed on the reverse side of this order, also the following designations and definitions, before this license shall be in full force and effect;

The maximum and minimum length of said poles shall be 60 feet and 25 feet; height of structures 52 feet and 20 feet. The approximate locations of poles and structures, including where applicable the approximate distance thereof from the edge of the traveled roadway, or of the side-walk, and of underground conduits and cables are designated or defined as shown upon a plan marked "POLE LOCATION PLAN - PUBLIC SERVICE OF NEW HAMPSHIRE" No. 11-1413, dated 3/12/2013 attached to and made a part of this order. All of said wires and cables except such as are vertically attached to poles and structures shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

Underground conduits, wires and cables shall be not less than current minimum requirements of the National Electrical Safety Code below the surface of the roadway.

This license is granted as to the following public ways or parts of ways in Manchester, New Hampshire.

License one (1) pole(s), 733/8S located on High Ridge Road in the City of Manchester.

Granted By Vote of Board of Mayor
and Aldermen, subject to approval
of surveyor of Highways at meeting
of said Board held _____

Approved
Dept. of Highways

BY: _____,
Surveyor

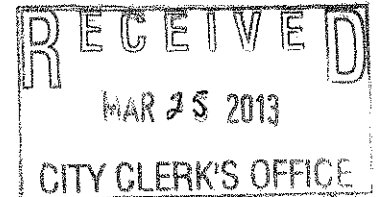
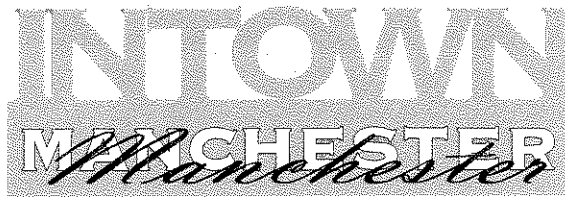
ATTEST _____
Matthew Normand, City Clerk

Received _____ at Manchester and recorded in Records of Pole Location Licenses.
Vol., _____, Page _____, filed and an attested copy delivered to the said Public Service of New Hampshire.

ATTEST _____
Matthew Normand, City Clerk

DATE	03/12/2013	LICENSE NO.	11-1413
MUNICIPALITY:	Manchester	STATE HWY. DIV. NO.	5
STREET / ROAD:	High Ridge Road	STATE LICENSE NO.	
PSNH OFFICE:	Hooksett	WORK REQUEST#	1955852
PSNH ENGINEER:	Bob Prescott	WORK FINANCIAL #	9Y320323
TELCO ENGINEER:		TELCO PROJECT #	

[illegible]



March 21, 2013

Honorable Ted Gatsas
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Mayor Gatsas,

As a courtesy, we are informing you that our executive director, Stephanie Lewry, is planning to retire this year. This was announced at the Intown Manchester Board of Trustees meeting, held on March 20, 2013. Stephanie has agreed to remain in her position until a suitable replacement is found, and she will assist that person during the transition.

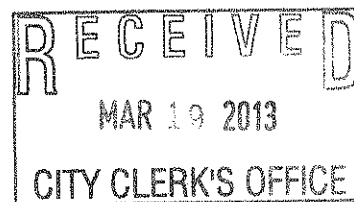
The Intown Manchester Board will be conducting a search for her replacement. We welcome any input from your office or other City departments.

Sincerely,

A handwritten signature in black ink, appearing to read "Denis Dancoes".

Denis Dancoes, Chairman

Cc Leon LaFrenier
Ward 3 Alderman Pat Long



March 18, 2013

Mr. Matt Normand
City Clerk
City of Manchester
1 City Hall Plaza
Manchester, NH 03101

Re: Grandfathered Cable Packages

Dear Mr. Normand:

As part of our initiative to standardize programming packages, I am writing to inform you of changes Comcast will be making to grandfathered¹ former AT&T cable packages. These changes will effect a minimal number (less than 1%) of our customers.

Comcast is committed to offering the best value in home entertainment and providing a wide variety of programming choices to our customers. To help achieve that result, customers in these grandfathered packages will be transitioned to the corresponding Comcast package with the same price point as their grandfathered package.

We will be notifying each effected customer of the specific changes impacting their Comcast service by letter beginning March 22nd for changes which will occur beginning April 22nd. Customers will see additional channels such as BBC World, Centric, Cooking Channel, DIY (Do It Yourself), Ovation, Reelz, RLTV and more! TCM (Turner Classic Movies) is not available in their new package.

A toll free customer service number has been set up specifically for this initiative. Should residents contact you with questions please do not hesitate to direct them to this number, 1-888-267-0350, or they can visit us online at www.comcast.com.

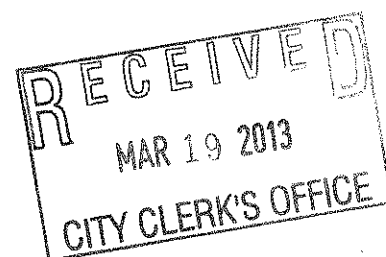
Should you have any questions about this initiative or about our services in general, please do not hesitate to contact me at 603-224-1871, ext. 202.

Sincerely,

Bryan Christiansen

Sr. Manager
Government & Regulatory Affairs

¹ Grandfathered is a package that has not been offered for new subscription within the past several years.



March 18, 2013

Via UPS overnight

Mr. Matt Normand
City Clerk
City of Manchester
1 City Hall Plaza
Manchester, NH 03101

RE: Price Adjustment Information – Installation & Equipment

Dear Mr. Normand:

In keeping with our commitment to provide you with regular updates, I am writing to inform you that due to changes in business costs the following installation and equipment prices* will decrease effective May 1, 2013:

Installation:
Installation of each Additional Outlet (Initial Installation) from \$14.15 to \$13.35.
Activation of each Additional Outlet (Initial Installation) from \$7.75 to \$5.60.
Relocate Additional Outlet (Initial Installation) from \$13.60 to \$13.35.
Connection of VCR/DVD (Initial Installation) from \$8.55 to \$7.90.
Connection of VCR/DVD (After Initial Installation) from \$19.10 to \$16.35.
Hourly Service Charge (For custom installation work) from \$33.60 to \$33.20.
In-Home Service Visit from \$33.55 to \$32.10.
Equipment:
Remote control from \$0.20 to \$0.18.
CableCARD (second card in same device) from \$1.15 to \$1.00.

Customers are being noticed, in advance, of this information via bill message.

Should have any questions regarding this information please do not hesitate to contact me at 603-224-1871, ext. 202.

Sincerely,

Bryan Christiansen

Bryan Christiansen, Sr. Manager
Government & Regulatory Affairs

*Prices shown are for residential services only and do not include federal, state and local taxes, franchise fees or other related costs. Prices are subject to change.

City of Manchester New Hampshire

In the year Two Thousand and Thirteen

A RESOLUTION

“Amending the FY 2013 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) for the FY 2013 CIP 810813 ERP Project.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2013 CIP as contained in the 2013 CIP budget; and

WHEREAS, the 2013 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen previously authorized the Finance Officer to utilize \$250,000 from the Special Revenue Account for the purposes of funding software and implementation costs of a new ERP system;

NOW, THEREFORE, be it resolved that the 2013 CIP be amended as follows:

By adding:

FY 2013 CIP 810813- ERP Project - \$250,000 Special Revenue Account

By decreasing:

Special Revenue Account - \$250,000

Resolved, that this Resolution shall take effect upon its passage.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Accounts, Enrollment and Revenue Administration respectfully advises, after due and careful consideration, that it has accepted the following Finance Department reports:

- Accounts Receivable over 90 days
- Aging Report
- Outstanding Receivables

(Unanimous vote with the exception of Alderman O'Neil who was absent)

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Heather Freeman".

Clerk of Committee



*William E. Sanders
Finance Officer*

CITY OF MANCHESTER
Finance Department

March 11, 2013

Committee on Accounts, Enrollment & Revenue Administration
c/o Matthew Normand, City Clerk
One City Hall Plaza
Manchester, NH 03101

Dear Honorable Committee Members,

Attached for your review is a summary of the City's accounts receivable over 90 days as well as an aging report. Also included is a listing of outstanding receivables that have been submitted to the City Solicitor for review and determination of collectability.

In summary, outstanding receivables over 90 days total \$899,548.35 of \$2,435,086.46 billed. Last month outstanding receivables totaled \$1,426,294.62 out of \$3,179,680.36 billed.

Please let me know if you have any questions or require further information.

Respectfully submitted,

Lisa M. Sorenson
Financial Analyst

Enc.

**Summary of Accounts Receivable Over 90 Days
by Department - with Previous Month's Comparative**

	<u>Dept Code</u>	<u>3/11/2013</u>	<u>2/11/2013</u>
Airport	25	\$ 92,557.63	\$ 553,982.59
EPD	27	\$ 10,377.38	\$ 10,060.83
Parking Department	52	\$ 21,182.91	\$ 21,368.48
Total Enterprise Funds		\$ 124,117.92	\$ 585,411.90
Central Fleet Management	23	\$ 2,112.59	\$ 2,692.57
Fire Department	30	\$ 36,694.50	\$ 79,925.84
Highway	50	\$ 697,847.18	\$ 702,983.50
Parks & Recreation	65	\$ 5,400.00	\$ 4,733.50
Planning & Community Development	CE	\$ 27,466.25	\$ 38,589.93
Police Department	33,34,35,36	\$ 5,909.91	\$ 11,957.38
Total General Fund		\$ 775,430.43	\$ 840,882.72
Total Receivables Over 90 Days		<u>\$ 899,548.35</u>	<u>\$ 1,426,294.62</u>
<u>General Fund receivables over \$10,000 by customer</u>			
New Hampshire Fire Academy	30	\$ 18,347.25	\$ 61,571.48
State of New Hampshire	50	\$ 16,632.00	\$ 16,632.00
Corcoran Environmental	50	\$ 24,182.43	\$ 24,182.43
National Grid	50	\$ 641,082.50	\$ 641,082.50
Total by customer		<u>\$ 700,244.18</u>	<u>\$ 743,468.41</u>
Total General Fund receivables over 90 days less over \$10,000		<u>\$ 75,186.25</u>	<u>\$ 97,414.31</u>
Enterprise Collection Rate		88%	40%
General Fund Collection Rate		47%	48%

Explanation of Charges
FEMA Reimbursement - Payments coming in slowly
Labor reimbursement for Kelley St Bridge Project
Landfill Lease Payments
Roadway Degradation Fees - In Litigation

City of Manchester - Aging Summary as of 3-11-13

Cust ID	Type	NAME	TOTAL	Current	1-30 Days Due	31-60 Days Due	61-90 Days Due	Over 90 Days Due
18785	CE	JGDB REALTY, LLC	\$ 63.64	\$ -	\$ 0.91	\$ 0.91	\$ 0.91	\$ 60.91
18413	CE	LOUGEE, JILLIAN M	65.46	-	0.91	0.91	0.91	62.73
17588	CE	385 MANCHESTER STREET T	70.01	-	0.91	0.91	0.91	67.28
19221	CE	KHAWAJA, AZMAT I	87.58	-	1.29	1.29	-	85.00
19019	CE	LY, THUY D	99.29	-	1.43	1.43	1.43	95.00
19052	CE	MERETE, JOSE	99.29	-	1.43	1.43	1.43	95.00
19154	CE	ROURK, STEPHEN	97.86	-	1.43	1.43	-	95.00
19191	CE	MARQUIS, LINDA J	97.86	-	1.43	1.43	-	95.00
19234	CE	PASSALACQUA, ROBERT A	97.86	-	1.43	1.43	-	95.00
19285	CE	LANGELLA, CHRISTOPHER	97.86	-	1.43	1.43	-	95.00
19292	CE	CROOP, DONNA M	97.86	-	1.43	1.43	-	95.00
19324	CE	MCANDREW, BRIAN	96.43	-	1.43	-	-	95.00
19329	CE	BELAIR, THOMAS R	96.43	-	1.43	-	-	95.00
19334	CE	ANDERSON, REBECCA DAWN	96.43	-	1.43	-	-	95.00
19357	CE	ROY, PAUL W JR	96.43	-	1.43	-	-	95.00
18570	CE	SCHEFER, DAVID	102.15	-	1.43	1.43	1.43	97.86
18608	CE	LAVOIE, LEO SR	102.15	-	1.43	1.43	1.43	97.86
18687	CE	TORRES, JOSE A	102.15	-	1.43	1.43	1.43	97.86
18217	CE	DIX, MEREDITH F	106.44	-	1.43	1.43	1.43	102.15
17791	CE	FORAND, JEANNINE	109.30	-	1.43	1.43	1.43	105.01
17896	CE	DELUCA, DOMINIC	109.30	-	1.43	1.43	1.43	105.01
17600	CE	211-213 WOODBURY ST CON	110.73	-	1.43	1.43	1.43	106.44
19278	CE	WAWERU, JOSEPH M	113.32	-	1.66	1.66	-	110.00
16919	CE	GRIMARD, MICHELE M	116.45	-	1.43	1.43	1.43	112.16
18579	CE	SUPRENANT, ROBERT	118.30	-	1.66	1.66	1.66	113.32
16462	CE	MCFARLAND, DOUGLAS J	120.74	-	1.43	1.43	1.43	116.45
16261	CE	DELISLE HAVEE, VIVIAN L	122.17	-	1.43	1.43	1.43	117.88
19194	CE	LEIGH ANNE ELY	123.62	-	1.81	1.81	-	120.00
15124	CE	SMITH, DOROTHY M	130.75	-	1.43	1.43	1.43	126.46
15033	CE	MACLEOD, PAULA A	132.18	-	1.43	1.43	1.43	127.89
19349	CE	DOHERTY, DEBORAH A	131.96	-	1.96	-	-	130.00
14592	CE	FLANDERS, ALICIA	135.04	-	1.43	1.43	1.43	130.75
13968	CE	PREDA, GHEORGHE	139.33	-	1.43	1.43	1.43	135.04
18480	CE	DEMERS, JOHN P	141.76	-	1.96	1.96	1.96	135.88
17073	CE	LAPIERRE, BRIAN A	145.34	-	1.81	1.81	1.81	139.91
17981	CE	MARTINEZ, ROBERTO	147.64	-	1.96	1.96	1.96	141.76

City of Manchester - Aging Summary as of 3-11-13

Cust ID	Type	NAME	TOTAL	Current	1-30 Days Due	31-60 Days Due	61-90 Days Due	Over 90 Days Due
17804	CE	BOLIEIRO, JOSE L	149.60	-	1.96	1.96	1.96	143.72
17573	CE	OTL PROPERTY #2 LLC	151.56	-	1.96	1.96	1.96	145.68
17574	CE	OTL PROPERTY #2 LLC	151.56	-	1.96	1.96	1.96	145.68
18764	CE	MCNEIL, VICTOR SCOTT	153.72	-	2.18	2.18	2.18	147.18
18694	CE	FILIP, MARK D REVOC TR	155.90	-	2.18	2.18	2.18	149.36
16527	CE	RAMADAN, AMAL	163.32	-	1.96	1.96	1.96	157.44
19099	CE	FRANCIS, RANDALL	172.44	-	2.48	2.48	2.48	165.00
15581	CE	234 MERRIMACK ST, LLC	175.08	-	1.96	1.96	1.96	169.20
13801	CE	KABAMBA, MPESAMONJI	177.92	-	1.81	1.81	1.81	172.49
15284	CE	FALLAH, ELAINE B	179.00	-	1.96	1.96	1.96	173.12
17176	CE	OKELLO, JAMES	187.76	-	2.34	2.34	2.34	180.74
16482	CE	BRIGHAM, RICKY	197.12	-	2.34	2.34	2.34	190.10
15449	CE	SINGER, PATRICIA	197.32	-	2.18	2.18	2.18	190.78
18324	CE	BENNETT, PAMELA J	198.97	-	2.71	2.71	2.71	190.84
17009	CE	AHMEDAMIN, SANDRA	208.40	-	2.56	2.56	2.56	200.72
18796	CE	LANGLEY, DAVID R	212.08	-	3.02	3.02	3.02	203.02
13986	CE	PODZIC, RASIM	212.58	-	2.18	2.18	2.18	206.04
18309	CE	MILLER, SAUL B	221.07	-	3.01	3.01	3.01	212.04
18278	CE	PARKER, KEVIN J	226.63	-	3.09	3.09	3.09	217.36
15108	CE	WELLS. GERRY M	234.00	-	2.56	2.56	2.56	226.32
17393	CE	LEAVITT, JOHN A	236.24	-	3.02	3.02	3.02	227.18
17306	CE	RICARD, ERNEST H	242.08	-	3.09	3.09	3.09	232.81
14611	CE	PATTERSON, JOYCE L	241.68	-	2.56	2.56	2.56	234.00
17257	CE	PAPPAS, ROBERT A	245.17	-	3.09	3.09	3.09	235.90
18016	CE	MOUTSILOULIS, GEORGE	249.79	-	3.31	3.31	3.31	239.86
19294	CE	GOBIS, RICHARD JR	247.22	-	3.61	3.61	-	240.00
18581	CE	DAMICO, CHERYL A	252.65	-	3.53	3.53	3.53	242.06
17050	CE	WATTS, RICHARD P	278.44	-	3.46	3.46	3.46	268.06
16806	CE	345-347 CENTRAL ST REAL	279.24	-	3.39	3.39	3.39	269.07
19147	CE	HAMMERSTROM, PAUL III	293.56	-	4.28	4.28	-	285.00
17259	CE	THERIAULT-PETRO, JENNIF	299.01	-	3.77	3.77	3.77	287.70
14274	CE	JUBREY, TIFFANY	297.70	-	3.09	3.09	3.09	288.43
16987	CE	MARTIN, MARKIEKE S	306.55	-	3.77	3.77	3.77	295.24
18654	CE	GICHANA, DENNIS O	327.95	-	4.59	4.59	4.59	314.18
17978	CE	DAHL, THOMAS A	369.10	-	4.90	4.90	4.90	354.40
16444	CE	AZZO, RITA	400.50	-	4.75	4.75	4.75	386.25
17454	CE	LACROIX, RUDOLPH	413.96	-	5.36	5.36	5.36	397.88

City of Manchester - Aging Summary as of 3-11-13

Cust ID	Type	NAME	TOTAL	Current	1-30 Days Due	31-60 Days Due	61-90 Days Due	Over 90 Days Due
17105	CE	LORTIE, RONALD	429.90	-	5.35	5.35	5.35	413.85
16740	CE	HEWETT, DANIEL H	434.32	-	5.27	5.27	5.27	418.51
18280	CE	BERLINGUETTE, RICHARD B	442.07	-	6.01	6.01	6.01	424.04
16956	CE	RAKIS-LAMBROULIS, POTOU	441.15	-	5.41	5.41	5.41	424.92
13093	CE	DESPOU MOUTSIOULIS ESTA	460.48	-	5.93	5.93	5.93	442.69
17486	CE	JOHNS, JOSEPH	472.10	-	6.10	6.10	6.10	453.80
18542	CE	SILVA, FRANCISCA	474.30	-	6.55	6.55	6.55	454.65
16825	CE	KIM BERLINGUETTE	477.96	-	5.81	5.81	5.81	460.53
18585	CE	MORIN, WILLIAM G	526.85	-	7.37	7.37	7.37	504.74
17507	CE	KICKHAM, CHARLES	553.54	-	7.14	7.14	7.14	532.12
17490	CE	GRAMA, MARIAN	617.89	-	7.99	7.99	7.99	593.92
18656	CE	LENOX, VINCENT & JENNIF	650.55	-	9.11	9.11	9.11	623.22
14953	CE	SOULIOS, STEVE	654.08	-	7.08	7.08	7.08	632.84
18372	CE	KILGORE, SCOTT C	668.70	-	9.10	9.10	9.10	641.40
17825	CE	BELIVEAU, DAN	684.60	-	8.96	8.96	8.96	657.72
13108	CE	412-414 KELLY ST, LLC	825.16	-	8.06	8.06	8.06	800.98
15789	CE	DHLIWAYO, LOVEMORE L	885.44	-	10.02	10.02	10.02	855.38
17437	CE	KICKHAM, CHARLES	949.64	-	12.24	12.24	12.24	912.92
18676	CE	HELPING HANDS OUTREACH	1,069.75	-	14.95	14.95	14.95	1,024.90
17788	CE	NSG REALTY INC	1,311.40	-	17.14	17.14	17.14	1,259.98
19016	CE	MORIN, WILLIAM R	1,395.24	-	20.08	20.08	20.08	1,335.00
16989	CE	CGL PROPERTIES, LLC	1,477.10	-	18.14	18.14	18.14	1,422.68
CE - Code Enforcement Totals			\$ 28,530.20	\$ -	\$ 366.37	\$ 358.69	\$ 338.89	\$ 27,466.25
29	23	MANCHESTER CITY SOLICITOR	\$ 2,852.59	\$ -	\$ -	\$ 740.00	\$ -	\$ 2,112.59
23 - Fleet Management Totals			\$ 2,852.59	\$ -	\$ -	\$ 740.00	\$ -	\$ 2,112.59
3505	25	AVIATION ASSOCIATES-AVI	\$ 2,583.88	\$ 1,844.65	\$ -	\$ 739.19	\$ -	\$ 0.04
3797	25	L & M VENDING & AMUSEME	26.24	-	-	-	-	26.24
14944	25	NH AUTO RENTAL, INC (PA	2,557.68	2,311.82	-	-	216.54	29.32
8267	25	TAGE INN	800.00	400.00	-	-	200.00	200.00
4053	25	UNITED AIRLINES	42,073.48	41,847.23	-	-	-	226.25
13100	25	TRIDENT AVIATION LLC	1,200.00	800.00	-	-	-	400.00
4001	25	STATE GRANTS	113,484.67	113,051.70	-	-	-	432.97
3428	25	T-MOBILE USA INC	3,425.30	2,409.06	-	254.06	254.06	508.12
3736	25	HERTZ CORP-PROP & CONCE	22,337.42	21,374.03	-	177.35	177.35	608.69

City of Manchester - Aging Summary as of 3-11-13

Cust ID	Type	NAME	TOTAL	Current	1-30 Days Due	31-60 Days Due	61-90 Days Due	Over 90 Days Due
3958	25	SAFLITE PILOT TRAINING	3,100.22	989.15	-	897.03	379.83	834.21
7594	25	MISCELLANEOUS CUSTOMER	2,967.00	1,844.00	-	176.00	16.00	931.00
17931	25	SECURITYPOINT MEDIA, LL	2,823.60	305.00	-	-	-	2,518.60
4077	25	WIGGINS AIRWAYS	44,230.00	41,171.08	-	-	-	3,058.92
4058	25	USAIRWAYS INC	176,293.53	173,036.53	-	-	-	3,257.00
6008	25	VERIZON WIRELESS	10,595.08	7,106.44	-	-	60.54	3,428.10
18257	25	MERCHANTS AUTOMOTIVE GR	6,533.31	933.33	-	933.33	933.33	3,733.32
10369	25	GOJET AIRLINES	4,108.44	-	-	-	-	4,108.44
3675	25	ENTERPRISE RENT A CAR C	82,799.48	78,343.59	-	-	-	4,455.89
14438	25	COMMUTAIR, INC	8,751.96	1,217.16	-	-	-	7,534.80
5143	25	FEDERAL GRANTS 1999	269,230.20	253,643.65	-	0.25	-	15,586.30
8197	25	PINNACLE AIRLINES INC	57,898.64	23,374.79	-	-	17,025.75	17,498.10
7519	25	DOT-FAA/TSA-AMZ-110	104,558.99	51,904.74	-	29,472.93	-	23,181.32
25 - Airport Totals			\$ 962,379.12	\$ 817,907.95	\$ -	\$ 32,650.14	\$ 19,263.40	\$ 92,557.63
6124	27	DANS SEPTIC INSPECTION	\$ 8,476.02	\$ -	\$ -	\$ -	\$ -	\$ 8,476.02
10064	27	SERVPRO OF MANCHESTER/D	182.70	-	-	-	2.70	180.00
11591	27	DRAIN MASTERS INC.	798.72	-	-	-	-	798.72
12798	27	ANYTIME SEPTIC SERVICES	762.64	-	-	-	-	762.64
18185	27	EST	160.00	-	-	-	-	160.00
27 - EPD Totals			\$ 10,380.08	\$ -	\$ -	\$ -	\$ 2.70	\$ 10,377.38
7791	30	BILETCH, MARK	\$ 553.08	\$ 1.08	\$ -	\$ 480.00	\$ -	\$ 72.00
5241	30	OVEN POPPERS	109.00	1.50	-	1.50	1.50	104.50
5603	30	PROTECTION ONE	264.00	24.00	-	24.00	24.00	192.00
14051	30	105 -127 PLEASANT ST RE	217.50	2.25	-	2.25	2.25	210.75
17861	30	LACROIX, LUCIEN D	350.30	4.57	-	4.57	4.57	336.59
19311	30	ANOTHER ANIME CONVENTIO	350.02	5.09	-	5.09	-	339.84
17794	30	MITCHELL, JOHN F	402.50	5.25	-	5.25	5.25	386.75
13888	30	RODRIGUEZ, JOSE	408.72	4.14	-	4.14	4.14	396.30
12093	30	KU2 ENTERPRISES, LLC	480.15	3.55	-	3.65	3.65	469.30
1398	30	SEARS ROEBUCK COMPANY	559.20	7.20	-	7.20	7.20	537.60
17580	30	MAHMOTORIC, MUHAREM	1,039.20	7.20	-	487.20	7.20	537.60
14589	30	MORALES, ANGEL	598.21	6.32	-	6.32	6.32	579.25
4482	30	AMOSKEAG INN	638.40	7.20	-	7.20	7.20	616.80
15768	30	43 WALNUT ST REALTY TRU	651.00	8.60	-	8.60	8.60	625.20
10993	30	MCDADE PROPERTIES, LLC	657.50	7.50	-	7.50	7.50	635.00

City of Manchester - Aging Summary as of 3-11-13

Cust ID	Type	NAME	TOTAL	Current	1-30 Days Due	31-60 Days Due	61-90 Days Due	Over 90 Days Due
15869	30	AMERICAN PROPERTY MGT	657.50	7.50	-	7.50	7.50	635.00
853	30	MANCHESTER - QC LLC	690.70	8.70	-	8.70	8.70	664.60
1378	30	CHARLES TSIATSIOS TRUST	1,212.84	1.99	-	481.99	1.99	726.87
18213	30	COLE-BRUCE, PAMELA	916.85	12.45	-	12.45	12.45	879.50
19312	30	SUSSENBERGER, LISA	992.58	14.01	-	14.01	-	964.56
16305	30	JOSEPH EQUIPMENT CO	1,499.20	13.20	-	493.20	13.20	979.60
14052	30	NUNEZ, JOSE G	1,069.02	10.95	-	10.95	10.95	1,036.17
1446	30	HELPING HANDS OUTREACH	1,579.60	13.20	-	493.20	13.20	1,060.00
3202	30	NOTRE DAME PROPERTIES	1,486.60	17.70	-	17.70	17.70	1,433.50
11735	30	STONE TERRACE CONDOMINI	1,709.40	20.70	-	20.70	20.70	1,647.30
7137	30	JOSHUA IRREVOCABLE TRUS	2,833.21	24.18	-	504.18	24.18	2,280.67
12051	30	NEW HAMPSHIRE FIRE ACAD	21,926.28	240.03	-	3,119.05	219.95	18,347.25
30 - Fire Department Totals			\$ 43,852.56	\$ 480.06	\$ -	\$ 6,238.10	\$ 439.90	\$ 36,694.50
19186	33	US GOLD & DIAMOND EXCHA	\$ 993.00	\$ 468.00	\$ -	\$ 246.00	\$ -	\$ 279.00
19088	33	ALBASYS COMPUTERS	7.00	-	-	1.00	2.00	4.00
19036	33	NH PAWN SHOP	1.00	-	-	-	-	1.00
19003	34	GREENER GROUP	1,790.76	-	-	-	1,308.63	482.13
18634	36	BOOKER LAW OFFICE, PC	5.40	0.08	-	0.08	0.08	5.16
18634	35	BOOKER LAW OFFICE, PC	10.75	0.15	-	0.15	0.15	10.30
18114	36	NORFIELD ASSOCIATES, IN	3.78	0.05	-	0.05	0.05	3.63
17534	34	GAMACHE, D	666.06	8.58	-	8.58	8.58	640.32
13446	34	KGL BUILDERS	889.60	9.92	-	9.92	9.92	859.84
11257	33	GAMESTOP INC	2,814.00	1,699.00	-	-	-	1,115.00
6431	36	STATE FARM INSURANCE	1.06	0.02	-	0.02	0.02	1.00
6421	36	ANDERSON ADJUSTMENT CO	2.11	0.04	-	0.04	0.02	2.01
6343	36	GETMAN, SHULTHESS & STE	6.54	0.09	-	0.09	0.09	6.27
4301	33	US DEPARTMENT OF JUSTIC	1,117.75	663.65	-	-	-	454.10
3863	36	METROPOLITAN REPORTING	7.29	6.27	-	0.02	-	1.00
3201	34	THIBEAULT CORPORATION	2,204.00	-	-	826.50	440.80	936.70
3031	33	STATE OF NH ATTORNEY GE	1,098.15	-	-	-	-	1,098.15
454	35	MOQUIN & DALEY PA	10.75	0.15	-	0.15	0.15	10.30
33,34 35, 36 - Police Totals			\$ 11,629.00	\$ 2,856.00	\$ -	\$ 1,092.60	\$ 1,770.49	\$ 5,909.91
9775	50	NOBERT, STEPHEN R	\$ 71.13	\$ 1.05	\$ -	\$ -	\$ 70.00	\$ 0.08
3201	50	THIBEAULT CORPORATION	14.12	6.57	-	6.57	-	0.98
19084	50	YOU, ERNIE	11.51	0.17	-	0.17	0.17	11.00

City of Manchester - Aging Summary as of 3-11-13

Cust ID	Type	NAME	TOTAL	Current	1-30 Days Due	31-60 Days Due	61-90 Days Due	Over 90 Days Due
16336	50	SAPIENZA, MATTHEW J	21.00	0.25	-	0.25	0.25	20.25
16995	50	VEINOTTE, BRETT A	24.50	0.30	-	0.30	0.30	23.60
15386	50	PETERSON, BENJAMIN A	24.75	0.27	-	0.27	0.27	23.94
18806	50	THERRIEN, MAURICE	31.80	0.45	-	0.45	0.45	30.45
15666	50	SOUCY JR, ANDRE R	34.97	0.39	-	0.39	0.39	33.80
19226	50	KIMBALL, JUSTIN	37.62	0.55	-	0.55	-	36.52
18766	50	VARELA, OSCAR A. AVINA	43.48	0.62	-	0.62	0.62	41.62
18549	50	LEPINE, WILLIAM	45.26	0.21	-	0.21	0.21	44.63
16039	50	ANDRE, DAMIAN P	47.50	0.55	-	0.55	0.55	45.85
15353	50	SQUIBB, CARRIE L	51.25	0.23	-	0.23	0.23	50.56
17279	50	PEREZ, ENRIQUE	52.58	0.66	-	0.66	0.66	50.60
15468	50	PERRY, MICHAEL J	52.50	0.25	-	0.25	0.25	51.75
17215	50	ZAJAC, JONATHAN S	57.36	0.72	-	0.72	0.72	55.20
18338	50	JOHNSON, CARL	58.60	0.80	-	0.80	0.80	56.20
14956	50	BELIVEAU, DUSTIN R	63.36	0.36	-	0.36	0.36	62.28
10356	50	HAMMOND, RICHARD	69.74	0.88	-	0.88	0.88	67.10
18339	50	WEYHERBY, ERIC D	81.77	1.11	-	1.11	1.11	78.44
16038	50	SAYBALL, MARK A	84.60	0.98	-	0.98	0.98	81.66
16882	50	FORTIN, BENJAMIN J	89.45	0.73	-	0.73	0.73	87.26
16313	50	GOODNO, SANDRA MARIE	95.34	1.13	-	1.13	1.13	91.95
16998	50	KENNEY, JAMES	96.15	0.81	-	0.81	0.81	93.72
15058	50	WEINRICH, TIMOTHY D	98.06	1.06	-	1.06	1.06	94.88
16316	50	NUNEZ, JOSE A	101.60	1.20	-	1.20	1.20	98.00
13738	50	HEBERT, BRIAN D	109.52	1.11	-	1.11	1.11	106.19
18394	50	MACLEAN, KURT P	116.66	1.61	-	1.61	1.61	111.83
12185	50	POMEROY, STEVE A	118.10	1.70	-	1.70	1.70	113.00
17145	50	3R'S HOME REPAIR	122.60	1.15	-	1.15	1.15	119.15
18609	50	LIBERTY UTILITIES, INC	359,593.46	359,254.18	-	149.28	60.84	129.16
5184	50	ROBERT DUMAS CARPENTRY	134.34	1.41	-	1.41	1.41	130.11
19255	50	KONDZIELASKI, MICHAEL L	141.12	2.06	-	2.06	-	137.00
15121	50	LAWRENCE, KETURAH M	142.00	1.22	-	1.22	1.22	138.34
15230	50	KOEHLER, DONALD T	146.50	1.60	-	1.60	1.60	141.70
15020	50	BELAND, STEVEN H	157.20	1.70	-	1.70	1.70	152.10
18378	50	KUBA, NICHOLAS G	164.68	2.24	-	2.24	2.24	157.96
16772	50	RICARD, DUANE	198.16	1.88	-	1.88	1.88	192.52
15838	50	JBL PROPERTIES LLC	324.56	3.36	-	3.36	3.36	314.48
19085	50	RIDA MOHSIN AIZA, LLC	413.48	5.44	-	5.44	5.44	397.16

City of Manchester - Aging Summary as of 3-11-13

Cust ID	Type	NAME	TOTAL	Current	1-30 Days Due	31-60 Days Due	61-90 Days Due	Over 90 Days Due
6646	50	QUEEN CITY REMODELING	592.90	8.05	-	8.05	8.05	568.75
13446	50	KGL BUILDERS	1,279.83	4.24	-	4.24	4.24	1,267.11
10962	50	BRULE PROPERTY MANAGEME	1,457.16	15.85	-	15.85	15.85	1,409.61
29	50	MANCHESTER CITY SOLICIT	17,031.80	6,425.04	-	1,575.00	-	9,031.76
4091	50	STATE OF NEW HAMPSHIRE	16,632.00	-	-	-	-	16,632.00
10626	50	CORCORAN ENVIRONMENTAL	24,182.43	-	-	-	-	24,182.43
3109	50	NATIONAL GRID	923,077.50	281,995.00	-	-	-	641,082.50
50 - Highway Totals			\$ 1,347,596.00	\$ 647,751.14	\$ -	\$ 1,800.15	\$ 197.53	\$ 697,847.18
15972	52	MORAN, ELLEN	\$ 28.72	\$ -	\$ -	\$ -	\$ -	\$ 28.72
13992	52	ERVIN, MELISSA	39.79	0.32	-	0.32	0.32	38.83
18674	52	NEVEUX, SUZANNE	181.36	46.36	-	45.00	45.00	45.00
11398	52	SAWYER, NATHANIEL	50.75	0.75	-	-	-	50.00
17550	52	FRARY, JACKIE	201.50	51.50	-	50.00	50.00	50.00
18635	52	NIHAN, HOLLY	51.50	0.75	-	0.75	-	50.00
13114	52	WYMAN, TONY	64.04	0.68	-	0.68	0.68	62.00
12547	52	HAMEL, LINDSAY	68.75	0.75	-	0.75	0.75	66.50
13932	52	GODSEY, ADAM	71.75	0.75	-	0.75	0.75	69.50
16173	52	BASNAR, ANGELA	79.55	1.14	-	1.14	1.14	76.13
17195	52	TOURIGNY, ALEX	85.92	1.13	-	1.13	1.13	82.53
8232	52	LAROCQUE, LISA	180.00	-	-	45.00	45.00	90.00
11411	52	LOGIOTATOS, CHARLIE	97.65	1.42	-	1.42	0.29	94.52
18567	52	LAVOIE, NOELLE	103.75	1.50	-	1.50	0.75	100.00
15064	52	SPAIN, JAMES	203.78	2.26	-	50.76	50.01	100.75
17619	52	KHALAF, ROMEL	106.00	1.50	-	2.25	1.50	100.75
7162	52	BIG BROTHERS BIG SISTER	109.75	1.50	-	1.50	1.50	105.25
16225	52	AGUIRRE, CARLOS	112.75	1.50	-	1.50	1.50	108.25
17751	52	ENGLISH III, BEN	112.75	1.50	-	1.50	1.50	108.25
9338	52	WAYMAN, GARY	119.30	1.58	-	1.58	1.58	114.56
11512	52	KANE, KIM	121.96	1.36	-	1.36	1.36	117.88
11847	52	D&D CABINETS	124.45	1.58	-	1.58	1.58	119.71
17229	52	ALI, KERRY	128.98	1.89	-	1.89	-	125.20
13031	52	OGLE, PATRICK	145.75	1.50	-	1.50	1.50	141.25
15669	52	KARAGIANNIS, ANGELO	150.00	-	-	-	-	150.00
18327	52	MCLOUGHLIN, AMANDA	164.25	2.25	-	3.75	3.00	155.25
16052	52	BAJA' CALIFORNIA CANTIN	197.60	2.63	-	2.63	2.63	189.71
5810	52	BROCHU, MARIE	208.72	2.96	-	2.96	2.21	200.59

10.11

Page 8 of 8

Grand Totals	\$ 2,435,086.46	\$ 1,469,377.53	\$ 366.37	\$ 43,334.25	\$ 22,459.96	\$ 899,548.35
---------------------	------------------------	------------------------	------------------	---------------------	---------------------	----------------------

City of Manchester
Accounts Receivable
Submissions for Solicitor's Review

Sent to Solicitor	Dept Code	Customer Name	Cust #	Invoice #	Invoice Date	Original Amount	Total Outstanding	Explanation / Determination
9/7/2012	Enforcement	NSG Realty Inc	17788	9942248	2/1/2012	\$ 1,140.00	\$ 1,140.00	Sent to solicitors for further pursuit.
9/7/2012	Fire	Notre Dame Properties	3202	9927531	1/1/2011	\$ 480.00	\$ 480.00	Sent to solicitors for further pursuit.
9/7/2012	Fire	Notre Dame Properties	3202	9942848	2/17/2012	\$ 700.00	\$ 700.00	Sent to solicitors for further pursuit.
9/7/2012	Fire	Stone Terrace Condominiums	11735	9941126	1/1/2012	\$ 680.00	\$ 680.00	Sent to solicitors for further pursuit.
9/7/2012	Fire	Stone Terrace Condominiums	11735	9942706	2/8/2012	\$ 700.00	\$ 700.00	Sent to solicitors for further pursuit.
9/7/2012	Highway	Brule Property Management	10962	9923550	9/13/2010	\$ 291.50	\$ 291.50	Sent to solicitors for further pursuit.
9/7/2012	Highway	Brule Property Management	10962	9923684	9/20/2010	\$ 192.00	\$ 192.00	Sent to solicitors for further pursuit.
9/7/2012	Highway	Brule Property Management	10962	9924005	10/4/2010	\$ 207.00	\$ 207.00	Sent to solicitors for further pursuit.
9/7/2012	Highway	Brule Property Management	10962	9924461	10/12/2010	\$ 94.50	\$ 94.50	Sent to solicitors for further pursuit.
9/7/2012	Highway	Brule Property Management	10962	9924628	10/18/2010	\$ 54.00	\$ 54.00	Sent to solicitors for further pursuit.
9/7/2012	Highway	Brule Property Management	10962	9924919	11/1/2010	\$ 87.00	\$ 87.00	Sent to solicitors for further pursuit.
9/7/2012	Highway	Brule Property Management	10962	9925369	11/8/2010	\$ 43.50	\$ 43.50	Sent to solicitors for further pursuit.
9/7/2012	Highway	KGL Builders	13446	9926996	12/10/2010	\$ 2,520.00	\$ 920.00	Sent to solicitors for further pursuit.
9/7/2012	Highway	KGL Builders	13446	9927030	12/13/2010	\$ 282.76	\$ 86.06	Sent to solicitors for further pursuit.
9/7/2012	Highway	KGL Builders	13446	9927030	12/13/2010	\$ 196.70	\$ 196.70	Sent to solicitors for further pursuit.
9/7/2012	Highway	KGL Builders	13446	9943389	3/2/2012	\$ 30.43	\$ 30.43	Sent to solicitors for further pursuit.
9/7/2012	Police	KGL Builders	13446	9926822	12/1/2010	\$ 203.52	\$ 203.52	Sent to solicitors for further pursuit.
9/7/2012	Police	KGL Builders	13446	9926954	12/8/2010	\$ 457.92	\$ 457.92	Sent to solicitors for further pursuit.
9/7/2012	Police	Tascherau Investment	9541	9940281	12/7/2011	\$ 1,221.31	\$ 1,221.31	Sent to solicitors for further pursuit.
						\$ 9,582.14	\$ 7,785.44	

All accounts determined to be uncollectable by collections >\$1,000 sent to City Solicitor

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Accounts, Enrollment and Revenue Administration respectfully advises, after due and careful consideration, that it has accepted the City's Monthly Financial Reports (unaudited) for the first eight months of fiscal year 2013.

(Unanimous vote)

Respectfully submitted,

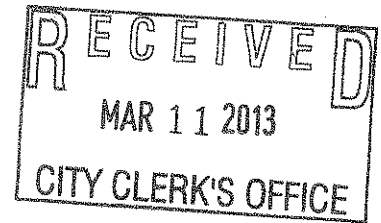
A handwritten signature in black ink, appearing to read "Heather Freeman". The signature is written in a cursive, flowing style.

Clerk of Committee



William E. Sanders
Finance Officer

CITY OF MANCHESTER
Finance Department



March 11, 2013

Committee on Accounts, Enrollment and Revenue Administration
C/o Matthew Normand, City Clerk
One City Hall Plaza
Manchester, NH 03101

Dear Honorable Committee Members,

Attached for your review is the City of Manchester's unaudited Monthly Financial Report for the first eight months of fiscal 2013.

Expenditures:

The average unobligated balance percentage after eight months should be 33.3% as a benchmark. All departments except Information Systems and Central Fleet Management are within 10% of this benchmark. The overall unobligated percentage after eight months is 33.39% for 2013 compared to 35.04% a year ago. Health insurance costs are tracking higher than the 2013 budget through February. The severance reserve of \$700,000 has been fully expended. A comparison of severance payouts thru February for FY 2013 and 2012 is as follows:

	<u>2013</u>	<u>2012</u>
Payments	\$1,102,984	\$ 311,169
Retirements		
Fire	12	7
Police	6	0
Highway	9	2
Other	9	3
Total	<u>36</u>	<u>12</u>

Revenues:

Revenues for the first eight months of fiscal 2013 are tracking lower than the same period a year ago. School charge backs are lagging behind by \$458,000 from last year due to timing differences and the deferral of the \$432,000 book loan payment in FY2013. In fiscal 2012 the full year recycling revenue of \$230,000 was billed and recognized in July. In fiscal 2013 the revenue is billed and recognized on a monthly basis for a comparable annual amount. Auto registrations are \$192,000 higher than last year and are tracking to the full year budget.

Sincerely,

William E. Sanders
Finance Officer

**CITY OF MANCHESTER
NEW HAMPSHIRE**



FINANCIAL REPORTS

**FOR THE EIGHT MONTHS ENDED
FEBRUARY 28, 2013**

UNAUDITED

CITY OF MANCHESTER, NEW HAMPSHIRE
PRELIMINARY FINANCIAL STATEMENTS
TABLE OF CONTENTS
FOR THE EIGHT MONTHS ENDED FEBRUARY 28, 2013
(UNAUDITED)

<u>Page</u>	<u>Title</u>
1	Budget vs Actual Expenditures - General Fund Fiscal Year 2013
2	Budget vs Actual Expenditures - General Fund Fiscal Year 2012
3	Non-Property Tax Revenues - General Fund Budget vs Actual by Department - Fiscal Year 2013
4	Non-Property Tax Revenues - General Fund Budget vs Actual by Type - Fiscal Year 2013
5	Non-Property Tax Revenues - General Fund Budget vs Actual by Type - Comparative Actual Fiscal Year 2012 vs Budget Fiscal Year 2013
6	Non-Property Tax Revenues - General Fund Budget vs Actual by Type - Fiscal Years 2012 vs 2013
7	Parking Division Account Balances Fiscal Year 2013

City of Manchester, New Hampshire
Budget vs Actual Expenditures - General Fund
By Department Without Restricted Items
For The Eight Months Ended February 28, 2013
(UNAUDITED)
Budget Basis
MNTBUDNBN1

3/08/13
10:34 AM
1. 1

	FY 2013 MODIFIED BUDGET	FY 2013 OBLIGATIONS TO DATE	FY 2013 UNOBLIGATED BALANCE	FY 2013 PERCENT UNOBLIGATED
AGENCIES-				
ALDERMEN	\$ 70,000.00	\$ 34,166.66	\$ 35,833.34	51.19
ASSESSORS	609,338.00	338,537.90	270,800.10	44.44
CITY CLERK	994,800.00	641,684.60	353,115.40	35.50
MEDO	204,552.00	96,877.55	107,674.45	52.64
CITY SOLICITOR	1,183,513.00	839,238.22	344,274.78	29.09
FINANCE	956,137.00	583,431.31	372,705.69	38.98
CENTRAL FLEET MANAGEMENT	2,833,416.00	2,248,816.06	584,599.94	20.63
INFORMATION SYSTEMS	1,471,696.00	1,029,730.87	441,965.13	30.03
MAYOR	230,548.00	145,072.41	85,475.59	37.07
OFFICE OF YOUTH SERVICES	565,905.00	355,657.03	210,247.97	37.15
HUMAN RESOURCES	709,981.00	436,909.77	273,071.23	38.46
PLANNING & COMMUNITY DEVELOPMENT	1,933,411.00	1,184,160.09	749,250.91	38.75
FACILITIES DIVISION	6,126,723.00	3,943,878.57	2,182,844.43	35.63
TAX COLLECTOR	526,867.00	325,483.47	201,383.53	38.22
FIRE	19,017,332.00	12,758,344.21	6,258,987.79	32.91
POLICE	20,570,203.00	13,361,566.22	7,208,636.78	35.04
HEALTH	2,732,676.00	1,658,322.26	1,074,353.74	39.32
HIGHWAY	16,117,215.00	10,930,811.71	5,186,403.29	32.18
WELFARE	1,028,342.00	669,913.85	358,428.15	34.85
PARKS & RECREATION	3,005,908.00	1,939,058.19	1,066,849.81	35.49
LIBRARY	2,004,863.00	1,272,792.75	732,070.25	36.51
SENIOR SERVICES	241,654.00	143,567.64	98,086.36	40.59
TOTAL AGENCIES	83,135,080.00	54,938,021.34	28,197,058.66	33.92
RESTRICTED ITEMS-				
SEVERANCE PAY	700,000.00	1,102,984.55	(402,984.55)	(57.57)
WORKERS COMPENSATION - SALARY	584,000.00	402,312.09	181,687.91	31.11
WORKERS COMPENSATION - MEDICAL	1,800,000.00	1,537,403.81	262,596.19	14.59
HEALTH INSURANCE	9,110,296.50	6,891,860.88	2,218,435.62	24.35
HEALTH INSURANCE RESERVES	394,318.00	-	394,318.00	100.00
DENTAL INSURANCE	736,396.50	438,409.23	297,987.27	40.47
DEATH BENEFIT	76,672.42	31,742.78	44,929.64	58.60
DISABILITY INSURANCE	72,875.36	29,008.75	43,866.61	60.19
CITY RETIREMENT	4,907,345.58	3,028,607.14	1,878,738.44	38.28
FIRE STATE PENSION	3,901,483.00	2,702,796.71	1,198,686.29	30.72
POLICE STATE PENSION	3,144,456.00	2,162,786.02	981,669.98	31.22
FICA	2,924,503.64	1,844,668.12	1,079,835.52	36.92
UNEMPLOYMENT	74,900.00	10,100.47	64,799.53	86.51
TUITION	50,000.00	24,583.06	25,416.94	50.83
CGL INSURANCE	947,131.00	256,427.49	690,703.51	72.93
TOTAL RESTRICTED ITEMS	29,424,378.00	20,463,691.10	8,960,686.90	30.45
NON-DEPARTMENTAL ITEMS-				
CONTINGENCY	914,254.00	-	914,254.00	100.00
MPTS	453,000.00	453,000.00	-	-
CIVIC CONTRIBUTIONS	163,514.00	82,000.00	81,514.00	49.85
NON-CITY PROGRAMS	68,434.00	68,433.75	.25	-
STREET LIGHTING	1,376,576.00	1,058,547.38	318,028.62	23.10
CHARTER REVIEW	25,000.00	2,622.86	22,377.14	89.51
COMMUNITY IMPROVEMENT PROGRAM	65,000.00	65,000.00	-	-
TRANSIT SUBSIDY	1,073,825.00	1,073,825.00	-	-
EMPLOYEE MEDICAL SERVICES	40,000.00	22,994.79	17,005.21	42.51
TRANSFER TO MSD	200,000.00	200,000.00	-	-
MATURING DEBT	11,926,329.00	7,183,829.41	4,742,499.59	39.76
INTEREST ON MATURING DEBT	6,267,947.00	4,395,635.33	1,872,311.67	29.87
TOTAL NON-DEPARTMENTAL ITEMS	22,573,879.00	14,605,888.52	7,967,990.48	35.30
TOTAL GENERAL FUND	\$ 135,133,337.00	\$ 90,007,600.96	\$ 45,125,736.04	33.39

City of Manchester, New Hampshire
Budget vs Actual Expenditures - General Fund
By Department Without Restricted Items
For The Eight Months Ended February 28, 2012
(UNAUDITED)
Budget Basis
MNTBUDNBN2

3/08/13
10:35 AM
1. 1

	FY 2012 MODIFIED BUDGET	FY 2012 OBLIGATIONS TO DATE	FY 2012 UNOBLIGATED BALANCE	FY 2012 PERCENT UNOBLIGATED
AGENCIES-				
ALDERMEN	\$ 70,000.00	\$ 52,500.00	\$ 17,500.00	25.00
ASSESSORS	612,320.00	323,885.04	288,434.96	47.11
CITY CLERK	998,800.00	614,350.21	384,449.79	38.49
MEDO	205,302.00	121,559.29	83,742.71	40.79
CITY SOLICITOR	1,166,697.00	780,414.64	386,282.36	33.11
FINANCE	913,992.00	576,335.66	337,656.34	36.94
CENTRAL FLEET MANAGEMENT	27,619.42	-	27,619.42	100.00
INFORMATION SYSTEMS	1,472,446.00	1,067,877.82	404,568.18	27.48
MAYOR	220,548.00	143,538.46	77,009.54	34.92
OFFICE OF YOUTH SERVICES	475,955.00	304,750.66	171,204.34	35.97
HUMAN RESOURCES	709,981.00	494,404.35	215,576.65	30.36
PLANNING & COMMUNITY DEVELOPMENT	1,881,408.00	1,202,287.77	679,120.23	36.10
FACILITIES DIVISION	6,111,248.85	4,031,671.04	2,079,577.81	34.03
TAX COLLECTOR	527,617.00	335,000.74	192,616.26	36.51
FIRE	18,486,979.00	12,351,424.78	6,135,554.22	33.19
POLICE	19,115,461.00	12,615,918.94	6,499,542.06	34.00
HEALTH	2,621,823.00	1,577,021.02	1,044,801.98	39.85
HIGHWAY	19,239,584.00	12,356,386.92	6,883,197.08	35.78
WELFARE	1,028,342.00	628,131.94	400,210.06	38.92
PARKS & RECREATION	3,208,922.00	1,972,856.95	1,236,065.05	38.52
LIBRARY	1,934,863.00	1,245,473.25	689,389.75	35.63
SENIOR SERVICES	240,326.00	146,309.07	94,016.93	39.12
TOTAL AGENCIES	81,270,234.27	52,942,098.55	28,328,135.72	34.86
RESTRICTED ITEMS-				
SEVERANCE PAY	700,000.00	311,169.86	388,830.14	55.55
WORKERS COMPENSATION - SALARY	584,000.00	500,390.69	83,609.31	14.32
WORKERS COMPENSATION - MEDICAL	1,800,000.00	1,504,430.69	295,569.31	16.42
HEALTH INSURANCE	12,526,595.00	8,070,460.87	4,456,134.13	35.57
DENTAL INSURANCE	924,414.00	447,907.26	476,506.74	51.55
DEATH BENEFIT	76,415.00	39,420.36	36,994.64	48.41
DISABILITY INSURANCE	72,645.00	45,079.96	27,565.04	37.94
CITY RETIREMENT	4,025,333.42	2,774,494.01	1,250,839.41	31.07
FIRE STATE PENSION	3,813,985.00	2,565,557.81	1,248,427.19	32.73
POLICE STATE PENSION	2,825,033.00	1,901,638.29	923,394.71	32.69
FICA	2,819,293.00	1,724,122.46	1,095,170.54	38.85
UNEMPLOYMENT	424,900.00	98,921.88	325,978.12	76.72
TUITION	50,000.00	43,238.71	6,761.29	13.52
CGL INSURANCE	947,131.00	710,006.37	237,124.63	25.04
TOTAL RESTRICTED ITEMS	31,589,744.42	20,736,839.22	10,852,905.20	34.36
NON-DEPARTMENTAL ITEMS-				
MPTS	453,000.00	453,000.00	-	-
CONTINGENCY	885,694.56	-	885,694.56	100.00
MARKERS & PLAQUES	7,500.00	-	7,500.00	100.00
CIVIC CONTRIBUTIONS	140,571.00	78,852.51	61,718.49	43.91
NON-CITY PROGRAMS	68,434.00	68,433.75	.25	-
COMMUNITY IMPROVEMENT PROGRAM	432,000.00	432,000.00	-	-
TRANSIT SUBSIDY	1,101,623.75	1,028,325.00	73,298.75	6.65
EMPLOYEE MEDICAL SERVICES	40,000.00	22,901.18	17,098.82	42.75
MATURING DEBT	11,434,283.00	6,791,963.78	4,642,319.22	40.60
INTEREST ON MATURING DEBT	6,830,225.00	4,652,460.91	2,177,764.09	31.88
TOTAL NON-DEPARTMENTAL ITEMS	21,393,331.31	13,527,937.13	7,865,394.18	36.77
TOTAL GENERAL FUND	\$ 134,253,310.00	\$ 87,206,874.90	\$ 47,046,435.10	35.04

City of Manchester, New Hampshire
 Budget vs Actual Revenue By Department - General Fund
 Non-Property Tax Revenues
 For The Eight Months Ended February 28, 2013
 (UNAUDITED)
 Budget Basis
 MNTREVAGEN

3/08/13
 1:17 PM
 1. 1

	FY 2013 MODIFIED BUDGET	FY 2013 REVENUE RECOGNIZED	FY 2013 UNRECOGNIZED BALANCE	FY 2013 PERCENTAGE UNRECOGNIZED
AGENCIES-				
ASSESSORS	825,915.00	1,111,401.25	(285,486.25)	(34.57)
CITY CLERK	2,386,355.00	1,063,258.83	1,323,096.17	55.44
MEDO	188,466.00	110,170.58	78,295.42	41.54
CITY SOLICITOR	690,000.00	491,878.95	198,121.05	28.71
FINANCE	4,887,089.00	1,110,642.20	3,776,446.80	77.27
INFORMATION SYSTEMS	142,000.00	93,654.83	48,345.17	34.05
HUMAN RESOURCES	4,000.00	3,450.38	549.62	13.74
PLANNING & COMMUNITY DEVELOPMENT	1,975,000.00	1,159,770.27	815,229.73	41.28
FACILITIES DIVISION	5,543,906.00	3,022,634.07	2,521,271.93	45.48
TAX COLLECTOR	15,432,000.00	9,933,491.77	5,498,508.23	35.63
CENTRAL FLEET MANAGEMENT	30,000.00	9,998.34	20,001.66	66.67
FIRE	656,975.00	587,843.29	69,131.71	10.52
POLICE	1,007,760.00	567,334.73	440,425.27	43.70
HEALTH	2,228,354.00	953,651.12	1,274,702.88	57.20
HIGHWAY	4,329,718.00	3,615,274.72	714,443.28	16.50
WELFARE	18,000.00	13,546.12	4,453.88	24.74
CEMETERY, PARKS & RECREATION	1,115,820.00	393,179.13	722,640.87	64.76
TOTAL AGENCIES	\$ 41,461,358.00	\$ 24,241,180.58	\$ 17,220,177.42	41.53

=====

City of Manchester, New Hampshire
 Budget vs Actual Revenue By Type - General Fund
 Non-Property Tax Revenues
 For The Eight Months Ended February 28, 2013
 (UNAUDITED)
 Budget Basis
 MNTREVNPRP

3/08/13
 1:18 PM
 1. 1

	FY 2013 MODIFIED BUDGET	FY 2013 REVENUE RECOGNIZED	FY 2013 UNRECOGNIZED BALANCE	FY 2013 PERCENTAGE UNRECOGNIZED
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	12,710.00	157,904.96	(145,194.96)	(1,142.37)
INTEREST AND PENALTIES	906,000.00	639,442.24	266,557.76	29.42
CABLE FRANCHISE FEES	1,669,420.00	819,342.12	850,077.88	50.92
TOTAL TAXES, INTEREST AND PENALTIES	2,588,130.00	1,616,689.32	971,440.68	37.53
LICENSES AND PERMITS				
AUTO REGISTRATIONS	14,819,000.00	9,572,851.37	5,246,148.63	35.40
LICENSES	473,940.00	109,652.88	364,287.12	76.86
PERMITS	1,948,650.00	1,320,859.35	627,790.65	32.22
TOTAL LICENSES AND PERMITS	17,241,590.00	11,003,363.60	6,238,226.40	36.18
INTERGOVERNMENTAL				
FEDERAL REVENUES	368,000.00	142,481.64	225,518.36	61.28
PAYMENTS IN LIEU OF TAXES	810,415.00	853,128.28	(42,713.28)	(5.27)
STATE REVENUES	2,365,875.00	1,561,458.70	804,416.30	34.00
TOTAL INTERGOVERNMENTAL	3,544,290.00	2,557,068.62	987,221.38	27.85
SALES AND SERVICES				
GENERAL REVENUES	127,545.00	94,870.41	32,674.59	25.62
PUBLIC SAFETY	136,875.00	116,765.26	20,109.74	14.69
HIGHWAY	757,750.00	592,790.32	164,959.68	21.77
SANITATION	-	866.65	(866.65)	-
HEALTH	9,000.00	6,906.00	2,094.00	23.27
CEMETERY, PARKS & RECREATION	181,425.00	135,861.75	45,563.25	25.11
ZONING BOARD	37,000.00	24,552.00	12,448.00	33.64
PARKING VIOLATIONS	11,000.00	4,700.00	6,300.00	57.27
COURT FINES	20,000.00	10,387.24	9,612.76	48.06
OTHER FINES	-	(1,884.20)	1,884.20	-
FEES	941,545.00	734,084.34	207,460.66	22.03
WITNESS FEES	85,000.00	36,521.87	48,478.13	57.03
TOTAL SALES AND SERVICES	2,307,140.00	1,756,421.64	550,718.36	23.87
OTHER REVENUE SOURCES				
INTEREST INCOME	195,000.00	223,710.59	(28,710.59)	(14.72)
FUND TRANSFERS	2,788,431.00	-	2,788,431.00	100.00
REIMBURSEMENTS	3,040,202.00	2,399,274.99	640,927.01	21.08
RENTALS & LEASES	941,016.00	159,118.68	781,897.32	83.09
SCHOOL CHARGEBACKS	8,799,109.00	4,478,895.60	4,320,213.40	49.10
MISCELLANEOUS	16,450.00	46,637.54	(30,187.54)	(183.51)
TOTAL OTHER REVENUE SOURCES	15,780,208.00	7,307,637.40	8,472,570.60	53.69
TOTAL	\$ 41,461,358.00	\$ 24,241,180.58	\$ 17,220,177.42	41.53

City of Manchester, New Hampshire
 Budget vs Actual Revenue By Type -
 Non-Property Tax Revenues
 For The Year Ended June 30, 2012 And
 Modified Budget FY 2013
 (UNAUDITED)
 Budget Basis
 MNTREVC0M1

3/08/13
 1:20 PM
 1. 1

	ACTUAL FY 2012	MODIFIED BUDGET FY 13	DIFFERENCE ACTUAL 12 VS BUDGET 13	PERCENTAGE DIFFERENCE OF FY12 VS FY13
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	38,247	12,710	(25,537)	(66.77)
INTEREST AND PENALTIES	1,113,885	906,000	(207,885)	(18.66)
CABLE FRANCHISE FEES	1,639,885	1,669,420	29,535	1.80
TOTAL TAXES, INTEREST AND PENALTIES	2,792,017	2,588,130	(203,887)	(7.30)
LICENSES AND PERMITS				
AUTO REGISTRATIONS	15,097,031	14,819,000	(278,031)	(1.84)
LICENSES	610,613	473,940	(136,673)	(22.38)
PERMITS	2,104,438	1,948,650	(155,788)	(7.40)
TOTAL LICENSES AND PERMITS	17,812,082	17,241,590	(570,492)	(3.20)
INTERGOVERNMENTAL				
FEDERAL REVENUES	402,871	368,000	(34,871)	(8.66)
PAYMENTS IN LIEU OF TAXES	813,242	810,415	(2,827)	(.35)
STATE REVENUES	2,649,081	2,365,875	(283,206)	(10.69)
TOTAL INTERGOVERNMENTAL	3,865,194	3,544,290	(320,904)	(8.30)
SALES AND SERVICES				
GENERAL REVENUES	109,515	127,545	18,030	16.46
PUBLIC SAFETY	115,910	136,875	20,965	18.09
HIGHWAY	846,951	757,750	(89,201)	(10.53)
SANITATION	7,535	-	(7,535)	(100.00)
HEALTH	8,674	9,000	326	3.76
CEMETERY, PARKS & RECREATION	204,598	181,425	(23,173)	(11.33)
ZONING BOARD	46,811	37,000	(9,811)	(20.96)
PARKING VIOLATIONS	11,650	11,000	(650)	(5.58)
COURT FINES	15,381	20,000	4,619	30.03
FEES	1,029,880	941,545	(88,335)	(8.58)
WITNESS FEES	80,990	85,000	4,010	4.95
TOTAL SALES AND SERVICES	2,477,895	2,307,140	(170,755)	(6.89)
OTHER REVENUE SOURCES				
INTEREST INCOME	667,248	195,000	(472,248)	(70.78)
FUND TRANSFERS	2,606,064	2,788,431	182,367	7.00
REIMBURSEMENTS	2,694,388	3,040,202	345,814	12.83
RENTALS & LEASES	926,757	941,016	14,259	1.54
SCHOOL CHARGEBACKS	9,177,046	8,799,109	(377,937)	(4.12)
MISCELLANEOUS	25,214	16,450	(8,764)	(34.76)
TOTAL OTHER REVENUE SOURCES	16,096,717	15,780,208	(316,509)	(1.97)
TOTAL	\$ 43,043,905	\$ 41,461,358	\$ (1,582,547)	(3.68)

City of Manchester, New Hampshire
Budget vs Actual Revenue By Type -
Non-Property Tax Revenues
For The Eight Months Ended February 28, 2013 and 2012
(UNAUDITED)
Budget Basis
MNTREVCOM2

3/08/13
1:21 PM
1. 1

	8 MONTH ACTUAL FY 2012	8 MONTH ACTUAL FY 2013	DIFFERENCE ACTUAL 12 VS ACTUAL 13	PERCENTAGE DIFFERENCE OF FY12 VS FY13
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	25,456	157,904	132,448	520.31
INTEREST AND PENALTIES	454,278	639,442	185,164	40.76
CABLE FRANCHISE FEES	809,942	819,342	9,400	1.16
TOTAL TAXES, INTEREST AND PENALTIES	1,289,676	1,616,689	327,013	25.36
LICENSES AND PERMITS				
AUTO REGISTRATIONS	9,380,894	9,572,851	191,956	2.05
LICENSES	137,048	109,652	(27,395)	(19.99)
PERMITS	1,208,585	1,320,859	112,274	9.29
TOTAL LICENSES AND PERMITS	10,726,527	11,003,363	276,836	2.58
INTERGOVERNMENTAL				
FEDERAL REVENUES	252,828	142,481	(110,346)	(43.64)
PAYMENTS IN LIEU OF TAXES	810,415	853,128	42,713	5.27
STATE REVENUES	1,817,875	1,561,458	(256,416)	(14.11)
TOTAL INTERGOVERNMENTAL	2,881,118	2,557,068	(324,049)	(11.25)
SALES AND SERVICES				
GENERAL REVENUES	81,577	94,870	13,293	16.30
PUBLIC SAFETY	76,710	116,765	40,055	52.22
HIGHWAY	544,923	592,790	47,867	8.78
SANITATION	6,570	866	(5,703)	(86.81)
HEALTH	5,425	6,906	1,481	27.30
CEMETERY, PARKS & RECREATION	146,942	135,861	(11,080)	(7.54)
ZONING BOARD	28,421	24,552	(3,869)	(13.61)
PARKING VIOLATIONS	7,200	4,700	(2,500)	(34.72)
COURT FINES	8,162	10,387	2,225	27.26
OTHER FINES	-	(1,884)	(1,884)	-
FEES	786,776	734,084	(52,691)	(6.70)
WITNESS FEES	37,415	36,521	(893)	(2.39)
TOTAL SALES AND SERVICES	1,730,121	1,756,421	26,300	1.52
OTHER REVENUE SOURCES				
INTEREST INCOME	452,698	223,710	(228,987)	(50.58)
FUND TRANSFERS	98	-	(98)	(100.00)
REIMBURSEMENTS	1,852,412	2,399,274	546,862	29.52
RENTALS & LEASES	131,958	159,118	27,160	20.58
SCHOOL CHARGEBACKS	5,369,124	4,478,895	(890,228)	(16.58)
MISCELLANEOUS	34,487	46,637	12,150	35.23
TOTAL OTHER REVENUE SOURCES	7,840,777	7,307,637	(533,139)	(6.80)
TOTAL	\$ 24,468,219	\$ 24,241,180	\$ (227,038)	(.93)

City of Manchester, New Hampshire
Parking Division
Budgetary basis
For the eight months ended February 28, 2013

(unaudited)

Object Code Description	2013 Revised Budget	July 2012 - February 2013 Activity	2013 Balance
Charges for Services Total	1,411,000	929,038	481,962
Licenses & Permits Total	2,153,000	1,389,228	763,772
Interest Total	3,500	1,809	1,691
Other Revenue Total	1,219,880	631,870	588,010
Transfer in Total	-	-	-
Grand Total	<u>4,787,380</u>	<u>2,951,945</u>	<u>1,835,435</u>
 Salaries & Wages Total	 712,739	 418,235	 294,504
Employee Benefits Total	321,206	219,155	102,051
Purchased Professional Services Total	11,500	9,012	2,488
Purchased Property Services Total	554,397	330,321	224,076
Other Purchased Services Total	58,500	44,999	13,501
Supplies & Materials Total	106,500	51,403	55,097
Capital Outlay Total	-	-	-
Miscellaneous Total	65,000	69,612	(4,612)
Non-Departmental Total	670,641	550,769	119,872
Miscellaneous-Reimburse City Total	2,259,331	-	2,259,331
Grand Total	<u>4,759,814</u>	<u>1,693,506</u>	<u>3,066,308</u>
 Excess (deficit) of revenues over expenditures	 <u>27,566</u>	 <u>1,258,439</u>	 <u>(1,230,873)</u>

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Accounts, Enrollment and Revenue Administration respectfully recommends, after due and careful consideration, that the communication from David Gosselin, School District Athletic Director, requesting authorization to utilize the gate receipts in the athletic budget to be used for uniforms, supplies and equipment be referred to the Special Joint Committee on Education.

(Unanimous vote)

Respectfully submitted,

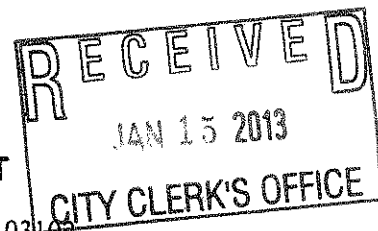
A handwritten signature in cursive script, appearing to read "Heather Freeman".

Clerk of Committee



**MANCHESTER SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT NO. 37**

195 McGregor Street, Suite 201, Manchester, NH 03102
Telephone: 603.624.6300 • Fax: 603.624.6337



Thomas J. Brennan, Jr., Ed.D.
Superintendent of Schools

Michael J. Tursi
Assistant Superintendent

Karen G. Burkush
Assistant Superintendent

Karen DeFrancis
Business Administrator

January 15, 2013

Board of Mayor and Aldermen
City Hall
Once City Hall Plaza
Manchester, NH 03101

Dear Board of Mayor and Aldermen:

At the Athletic and Extra-Curricular Activities Committee meeting held on January 8, 2013, the Committee voted to send a letter to the Board of Mayor and Aldermen requesting authorization for the Manchester School District's Athletic Department to utilize the gate receipts in the Athletic Budget to be used for uniforms, supplies, and equipment. At the Board of School Committee meeting held on January 14, 2013, the Board voted to approve the request of the Athletic Committee.

This letter is being sent on behalf of the Board of School Committee to respectfully consider authorization from the Board of Mayor and Aldermen to utilize the gate receipts in the Athletic Budget. It would be appreciated if the Board of Mayor and Aldermen would consider this request before the 2013-2014 school year.

Sincerely,

David Gosselin
Athletic Director

In Board of Mayor and Aldermen

Date: 01/15/13

On motion of Ald. O'Neil

Seconded by Ald. Osborne

Voted to refer to the Committee on Accounts, Enrollment
& Revenue Administration.

City Clerk

It is the policy of the Manchester Board of School Committee, in its actions, and those of its employees, that there shall be no discrimination on the basis of age, sex, race, color, marital status, physical or mental disability, religious creed, national origin or sexual orientation for employment in, or operation and administration of any program or activity in the Manchester School District.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Accounts, Enrollment and Revenue Administration respectfully recommends, after due and careful consideration, that City staff continue discussions with Pochito's on a settlement agreement.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Heather Freeman". The signature is written in a cursive, flowing style.

Clerk of Committee



*William E. Sanders
Finance Officer*

CITY OF MANCHESTER
Finance Department

March 11, 2013

Committee on Accounts, Enrollment & Revenue Administration
C/o Matthew Normand, City Clerk
One City Hall Plaza
Manchester, NH 03101

Dear Honorable Committee Members,

Attached for your review is a summary of the City's revolving loan accounts.

We request the following approvals:

- Mary's Closet loan work-out plan (Exhibit I)
- Aviation Technology loan work-out plan (Exhibit II)
- OLK-12 modification of payments due from monthly to quarterly (Exhibit III)

In addition, we submit for your consideration a settlement offer from Pochito's. (Exhibit VI)

Please let me know if you have any questions or require further information.

Respectfully submitted,

Sharon Y. Wickens
Assistant Director-Treasury

Enc.

Revolving Loans
Balances as of 03/11/13

Loan #	Original Loan Date	Original Loan Amount	Current Principal Balance	Current Interest Balance
1	9/28/2005	\$75,000.00	\$28,347.47	\$118.11
2	10/3/2008	\$70,000.00	\$9,094.49	\$37.89
3	10/16/2008	\$100,000.00	\$14,818.05	\$61.74
4	12/23/2009	\$10,000.00	\$4,151.44	\$17.30
5	12/29/2009	\$30,000.00	\$11,360.82	\$47.34
6	4/16/2010	\$15,000.00	\$6,961.38	\$29.01
7	1/27/2010	\$30,000.00	\$12,477.55	\$51.99
8	7/16/2010	\$16,375.00	\$10,044.41	\$41.85
9	1/13/2012	\$15,000.00	\$11,827.00	\$49.28
10	2/19/2010	\$60,000.00	\$41,643.16	\$0.00
11	10/29/2010	\$50,000.00	\$37,060.85	\$453.38
12	5/23/2011	\$75,000.00	\$66,047.54	\$545.65
13	1/28/2010	\$43,500.00	\$32,541.89	\$2,350.94
14	5/29/2007	\$210,000.00	\$109,254.61	\$0.00
15	9/25/2008	\$41,000.00	\$38,497.39	\$1,876.64
16	10/30/2009	\$40,000.00	\$36,250.47	\$0.00
17	4/16/2010	\$35,000.00	\$30,212.88	\$2,387.29
18	7/16/2010	\$10,000.00	\$8,501.68	\$606.16
19	12/10/2010	\$30,000.00	\$27,325.43	\$1,833.27
20	7/18/2007	\$50,000.00	\$38,644.04	\$3,816.25
21	10/2/2009	\$20,000.00	\$17,915.48	\$1,767.78

\$1,025,875.00 \$592,978.03

SUMMARY NOTES:

Loans 1 thru 9 - Status current and in good standing.

Loans 10 thru 12 - Work-out plan in progress.

Loan 13 - Meeting with borrower to discuss work-out plan.

Loans 14 thru 19 - Forwarded to Solicitor's office.

Loans 20 & 21 - Bankruptcy papers have been received. Committee approved write-off.

Tabled by BMA 03/05/13

Pochito's
Alejandro Jaime
33 S. Commercial Street
Manchester, NH 03101

Full Service Mexican Restaurant - CLOSED

Principal Balance Due: \$27,325.43

Settlement offer:

1. \$5,000 full and final settlement and release of all liens
Or
2. \$125.00 per month (amount of interest due at start of amortization schedule)
applied to principal only. City will agree to subordinate its lien.

City holds a second position on the mortgage of Keri Levesque located at 92 Dallaire Street, Manchester, NH 03104. Current valuation \$178,600.

First position held by National City Mortgage. Amount due National City exceeds current valuation.

See attached email from borrowers attorney Raef Granger, Esq.

(EXHIBIT IV)
20F2

Wickens, Sharon

From: Chiesa, Peter
Sent: Monday, February 11, 2013 2:07 PM
To: Wickens, Sharon
Subject: FW: Pochito's Loan
FYI. An amended offer.

Peter R. Chiesa, Esq.
Office of the City Solicitor
One City Hall Plaza
Manchester, NH 03101
T: (603) 624-6523
F: (603) 624-6528
pchiesa@manchesternh.gov

From: Raef J. Granger, Esq. [mailto:raef@raefgranger.com]
Sent: Monday, February 11, 2013 2:03 PM
To: Chiesa, Peter
Subject: Re: Pochito's Loan

Hi Peter:

Thanks for the update.

Also here is my offer, more for my purposes to track in writing.

1. My client offers \$5,000.00 full and final settlement and release of all liens.
2. Failing acceptance of #2. My client seeks to pay "interest only" payments of \$125.00 per month, with all payments going towards principal. The city will agree to subordinate its lien so Ms. Levesque may re-finance.

I look forward to hearing from you.

Regards

Raef

On Mon, Feb 11, 2013 at 12:17 PM, Chiesa, Peter <PChiesa@manchesternh.gov> wrote:
Raef,

The committee meets next Tuesday. I should have an answer for you shortly thereafter.

Peter R. Chiesa, Esq.
Office of the City Solicitor
One City Hall Plaza
Manchester, NH 03101
T: (603) 624-6523
F: (603) 624-6528
pchiesa@manchesternh.gov

3/11/2013

13.5

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Accounts, Enrollment and Revenue Administration respectfully recommends, after due and careful consideration, that the City approve the loan extensions for Mary's Closet, Aviation Technology, and OLK-12.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Heather Freeman". The signature is written in a cursive, flowing style.

Clerk of Committee



*William E. Sanders
Finance Officer*

CITY OF MANCHESTER
Finance Department

March 11, 2013

Committee on Accounts, Enrollment & Revenue Administration
C/o Matthew Normand, City Clerk
One City Hall Plaza
Manchester, NH 03101

Dear Honorable Committee Members,

Attached for your review is a summary of the City's revolving loan accounts.

We request the following approvals:

- Mary's Closet loan work-out plan (Exhibit I)
- Aviation Technology loan work-out plan (Exhibit II)
- OLK-12 modification of payments due from monthly to quarterly (Exhibit III)

In addition, we submit for your consideration a settlement offer from Pochito's. (Exhibit VI)

Please let me know if you have any questions or require further information.

Respectfully submitted,

Sharon Y. Wickens
Assistant Director-Treasury

Enc.

Revolving Loans
Balances as of 03/11/13

Loan #	Original Loan Date	Original Loan Amount	Current Principal Balance	Current Interest Balance
1	9/28/2005	\$75,000.00	\$28,347.47	\$118.11
2	10/3/2008	\$70,000.00	\$9,094.49	\$37.89
3	10/16/2008	\$100,000.00	\$14,818.05	\$61.74
4	12/23/2009	\$10,000.00	\$4,151.44	\$17.30
5	12/29/2009	\$30,000.00	\$11,360.82	\$47.34
6	4/16/2010	\$15,000.00	\$6,961.38	\$29.01
7	1/27/2010	\$30,000.00	\$12,477.55	\$51.99
8	7/16/2010	\$16,375.00	\$10,044.41	\$41.85
9	1/13/2012	\$15,000.00	\$11,827.00	\$49.28
10	2/19/2010	\$60,000.00	\$41,643.16	\$0.00
11	10/29/2010	\$50,000.00	\$37,060.85	\$453.38
12	5/23/2011	\$75,000.00	\$66,047.54	\$545.65
13	1/28/2010	\$43,500.00	\$32,541.89	\$2,350.94
14	5/29/2007	\$210,000.00	\$109,254.61	\$0.00
15	9/25/2008	\$41,000.00	\$38,497.39	\$1,876.64
16	10/30/2009	\$40,000.00	\$36,250.47	\$0.00
17	4/16/2010	\$35,000.00	\$30,212.88	\$2,387.29
18	7/16/2010	\$10,000.00	\$8,501.68	\$606.16
19	12/10/2010	\$30,000.00	\$27,325.43	\$1,833.27
20	7/18/2007	\$50,000.00	\$38,644.04	\$3,816.25
21	10/2/2009	\$20,000.00	\$17,915.48	\$1,767.78

\$1,025,875.00 \$592,978.03

SUMMARY NOTES:

Loans 1 thru 9 - Status current and in good standing.

Loans 10 thru 12 - Work-out plan in progress.

Loan 13 - Meeting with borrower to discuss work-out plan.

Loans 14 thru 19 - Forwarded to Solicitor's office.

Loans 20 & 21 - Bankruptcy papers have been received. Committee approved write-off.

Tabled by BMA 03/05/13

Mary's Closet
Mary Selvoski
21 West Auburn Street
Manchester, NH 03101

Design, Creation, Rental and Sales of Costumes,
Theatrical Make-up and Accessories

\$200.00 monthly principal only payments beginning on March 15, 2013 through August 15th, 2013. Amortization schedule extended accordingly.

Follow-up meeting with borrower in August, 2013 to reevaluate business plan.

See attached letter from borrower and proposed amortization schedule.

Untitled

CITY OF MANCHESTER
FINANCE DEPARTMENT
SHARON WICKENS
ONE CITY HALL PLAZA MANCHESTER 03101

Thanks so much for meeting with me to discuss the outstanding balance that I have with the economic development of Manchester. My meeting with Jay before he left was to try and come to some number that I could afford because of my inability to meet the payments anymore. You have received my letter on what has happened over the past year so will not try to explain that again. We had come up with a figure of two hundred a month on the remaining balance with no interest accrued. I am paying two hundred by the 15th of every month for the next six months and in September I will plan on meeting with the board again and see if my business has increased so that I may pay more on this note.

Thank you
Mary Selvoski
Mary's Closet
21 W. Auburn St.
Manchester N.H. 03101

MARY'S CLOSET, LLC							
Amount of Loan		\$	60,000				
Date of Loan:		February 19, 2010					
Term:		60					
Payments per year		12					
Interest rate:		5.00%					
Payment:		\$1,132.27					
AMORTIZATION SCHEDULE							
Check #	PAID	DUE	Payment	Principal	Principal	Interest	P&I
	Date	Date	Due	Outstanding	DUE	DUE	DUE
489	03/18/10	03/19/10	\$1,132.27	\$60,000.00	\$882.27	\$250.00	\$1,132.27
502	04/23/10	04/19/10	\$1,132.27	\$59,117.73	\$885.95	\$246.32	\$1,132.27
511	05/20/10	05/19/10	\$1,132.27	\$58,231.78	\$889.64	\$242.63	\$1,132.27
519	06/21/10	06/19/10	\$1,132.27	\$57,342.15	\$893.34	\$238.93	\$1,132.27
529	07/26/10	07/19/10	\$1,132.27	\$56,448.80	\$897.07	\$235.20	\$1,132.27
542	08/25/10	08/19/10	\$1,132.27	\$55,551.74	\$900.80	\$231.47	\$1,132.27
565	09/27/10	09/19/10	\$1,132.27	\$54,650.93	\$904.56	\$227.71	\$1,132.27
580	10/29/10	10/19/10	\$1,132.27	\$53,746.37	\$908.33	\$223.94	\$1,132.27
588	11/30/10	11/19/10	\$1,132.27	\$52,838.05	\$912.11	\$220.16	\$1,132.27
597	12/21/10	12/19/10	\$1,132.27	\$51,925.93	\$915.91	\$216.36	\$1,132.27
604	01/27/11	01/19/11	\$1,132.27	\$51,010.02	\$919.73	\$212.54	\$1,132.27
612	02/24/11	02/19/11	\$1,132.27	\$50,090.29	\$923.56	\$208.71	\$1,132.27
618	03/24/11	03/19/11	\$1,132.27	\$49,166.73	\$927.41	\$204.86	\$1,132.27
626	04/26/11	04/19/11	\$1,132.27	\$48,239.33	\$931.27	\$201.00	\$1,132.27
633	05/28/11	05/19/11	\$1,132.27	\$47,308.05	\$935.15	\$197.12	\$1,132.27
651	06/28/11	06/19/11	\$1,132.27	\$46,372.90	\$939.05	\$193.22	\$1,132.27
658	07/27/11	07/19/11	\$1,132.27	\$45,433.85	\$942.96	\$189.31	\$1,132.27
667	08/29/11	08/19/11	\$1,132.27	\$44,490.89	\$946.89	\$185.38	\$1,132.27
687	11/15/11	09/19/11	\$1,132.27	\$43,544.00	\$950.84	\$181.43	\$1,132.27
4075	08/06/12	10/19/11	\$1,132.27	\$200.00	\$42,593.16	\$200.00	\$377.47
717	08/07/12	11/19/11	\$1,132.27	\$150.00	\$42,443.16	\$150.00	\$326.85
	09/20/12	12/19/11	\$1,132.27	\$200.00	\$42,243.16	\$200.00	\$376.01
736	11/28/12	01/19/12	\$1,132.27	\$200.00	\$42,043.16	\$200.00	\$375.18
738	11/28/12	02/19/12	\$1,132.27	\$200.00	\$41,843.16	\$200.00	\$374.35
		03/19/12	\$1,132.27				
		04/19/12	\$1,132.27				
		05/19/12	\$1,132.27				
		06/19/12	\$1,132.27				
		07/19/12	\$1,132.27				
		08/19/12	\$1,132.27				
		09/19/12	\$1,132.27				
		10/19/12	\$1,132.27				
		11/19/12	\$1,132.27				
		12/19/12	\$1,132.27				
		01/19/13	\$1,132.27				
		02/19/13	\$1,132.27				
		03/15/13	\$200.00	\$41,643.16	\$200.00	\$0.00	\$200.00
		04/15/13	\$200.00	\$41,443.16	\$200.00	\$0.00	\$200.00
		05/15/13	\$200.00	\$41,243.16	\$200.00	\$0.00	\$200.00
		06/15/13	\$200.00	\$41,043.16	\$200.00	\$0.00	\$200.00
		07/15/13	\$200.00	\$40,843.16	\$200.00	\$0.00	\$200.00
		08/15/13	\$200.00	\$40,643.16	\$200.00	\$0.00	\$200.00
		09/15/13	\$1,132.27	\$40,443.16	\$963.76	\$168.51	\$1,132.27
		10/15/13	\$1,132.27	\$39,479.40	\$967.77	\$164.50	\$1,132.27
		11/15/13	\$1,132.27	\$38,511.63	\$971.80	\$160.47	\$1,132.27
		12/15/13	\$1,132.27	\$37,539.83	\$975.85	\$156.42	\$1,132.27
		01/15/14	\$1,132.27	\$36,563.97	\$979.92	\$152.35	\$1,132.27
		02/15/14	\$1,132.27	\$35,584.05	\$984.00	\$148.27	\$1,132.27
		03/15/14	\$1,132.27	\$34,600.05	\$988.10	\$144.17	\$1,132.27
		04/15/14	\$1,132.27	\$33,611.95	\$992.22	\$140.05	\$1,132.27
		05/15/14	\$1,132.27	\$32,619.72	\$996.35	\$135.92	\$1,132.27
		06/15/14	\$1,132.27	\$31,623.37	\$1,000.51	\$131.76	\$1,132.27
		07/15/14	\$1,132.27	\$30,622.86	\$1,004.67	\$127.60	\$1,132.27
		08/15/14	\$1,132.27	\$29,618.19	\$1,008.86	\$123.41	\$1,132.27
		09/15/14	\$1,132.27	\$28,609.33	\$1,013.06	\$119.21	\$1,132.27
		10/15/14	\$1,132.27	\$27,596.26	\$1,017.29	\$114.98	\$1,132.27
		11/15/14	\$1,132.27	\$26,578.98	\$1,021.52	\$110.75	\$1,132.27
		12/15/14	\$1,132.27	\$25,557.45	\$1,025.78	\$106.49	\$1,132.27
		01/15/15	\$1,132.27	\$24,531.67	\$1,030.05	\$102.22	\$1,132.27
		02/15/15	\$1,132.27	\$23,501.62	\$1,034.35	\$97.92	\$1,132.27
		03/15/15	\$1,132.27	\$22,467.27	\$1,038.66	\$93.61	\$1,132.27
		04/15/15	\$1,132.27	\$21,428.62	\$1,042.98	\$89.29	\$1,132.27
		05/15/15	\$1,132.27	\$20,385.63	\$1,047.33	\$84.94	\$1,132.27
		06/15/15	\$1,132.27	\$19,338.30	\$1,051.69	\$80.58	\$1,132.27
		07/15/15	\$1,132.27	\$18,286.61	\$1,056.08	\$76.19	\$1,132.27
		08/15/15	\$1,132.27	\$17,230.53	\$1,060.48	\$71.79	\$1,132.27
		09/15/15	\$1,132.27	\$16,170.06	\$1,064.89	\$67.38	\$1,132.27
		10/15/15	\$1,132.27	\$15,105.16	\$1,069.33	\$62.94	\$1,132.27
		11/15/15	\$1,132.27	\$14,035.83	\$1,073.79	\$58.48	\$1,132.27
		12/15/15	\$1,132.27	\$12,962.04	\$1,078.26	\$54.01	\$1,132.27
		01/15/16	\$1,132.27	\$11,883.78	\$1,082.75	\$49.52	\$1,132.27
		02/15/16	\$1,132.27	\$10,801.03	\$1,087.27	\$45.00	\$1,132.27
		03/15/16	\$1,132.27	\$9,713.76	\$1,091.80	\$40.47	\$1,132.27
		04/15/16	\$1,132.27	\$8,621.97	\$1,096.35	\$35.92	\$1,132.27
		05/15/16	\$1,132.27	\$7,525.62	\$1,100.91	\$31.36	\$1,132.27
		06/15/16	\$1,132.27	\$6,424.71	\$1,105.50	\$26.77	\$1,132.27
		07/15/16	\$1,132.27	\$5,319.21	\$1,110.11	\$22.16	\$1,132.27
		08/15/16	\$1,132.27	\$4,209.10	\$1,114.73	\$17.54	\$1,132.27
		09/15/16	\$1,132.27	\$3,094.37	\$1,119.38	\$12.89	\$1,132.27
		10/15/16	\$1,132.27	\$1,974.99	\$1,124.04	\$8.23	\$1,132.27
		11/15/16	\$854.50	\$850.95	\$850.95	\$3.55	\$854.50

Aviation Technology
Dan Toland
225 East Industrial Park Drive
Manchester, NH 03109

Test Equipment (Ground Support Aviation)

**Payments based on cash flow as follows:

March 22, 2013	\$2,800.00
June 30, 2013	\$4,200.00
September 30, 2013	\$4,200.00

Amortization schedule extended accordingly.

Follow-up meeting with borrower in September, 2013 to reevaluate business plan.

See attached email from borrower and proposed amortization schedule.

**Note – Total loan to Aviation Technology is \$150,000 (\$75,000 City and \$75,000 MDC). The MDC Board approved this same payment workout plan at a meeting held on March 8, 2013.

From: Dan Toland [mailto:dan@tolandassociates.com]
Sent: Tuesday, February 12, 2013 7:00 PM
To: Wickens, Sharon
Cc: Leblanc, Kim; jv@avitechusa.com; AAV@avitechusa.com
Subject: RE: Aviation Plan

Hi Sharon:

Thank you for your patience with this plan.

Attached is the Aviation detailed cash flow for the Fiscal Year Ended September 30, 2013. The highlights are as follows:

- CITY / MDC
1. Aviation's backlog includes four significant Department of Defense (DOD contracts).
 - 2. This cash flow permits payment to the City of \$5,600 on March 22nd, \$8,400 on June 30th, and \$8,400 on September 30th.
 3. TD Bank, the SBA, the City of Manchester, and all suppliers are working with Aviation on this turnaround.
 4. Four people are being hired, this will bring the total to five hires; consistent with the original Loan application.
 5. Aviation continues to look for a banking or non-banking facility that will accommodate the SBA 90% guaranteed contract loan program; an SBA direct program would be great, but it is not available.
 6. Aviation has been successful in negotiating two milestone payment DOD contract which literally saved the company.

Please call or Email John, Tony, or myself with any specific questions on this plan.

Sincerely,

Dan Toland
Toland Associates
Cell 603-860-9142

	AVTECH	CITY RLF						
	Amount of Loan		\$75,000.00					
	Date of Loan:		May 23, 2011					
	Term:		60					
	Payments per year		12					
	Interest rate:		5.00%					
	Payment:		\$1,415.34					
AMORTIZATION SCHEDULE								
Check #	PAID Date	DUE Date	Payment Due	Payment Received	Principal Outstanding	Principal DUE	Interest DUE	P&I DUE
26001	08/16/11	7/6/2011	\$1,415.34	\$1,415.34	\$75,000.00	\$1,102.84	\$312.50	\$1,415.34
26020	09/22/11	8/6/2011	\$1,415.34	\$1,415.34	\$73,897.16	\$1,107.44	\$307.90	\$1,415.34
26020	09/22/11	9/6/2011	\$1,415.34	\$1,415.34	\$72,789.72	\$1,112.05	\$303.29	\$1,415.34
26059	01/18/12	10/6/2011	\$1,415.34	\$1,415.34	\$71,677.68	\$1,116.68	\$298.66	\$1,415.34
26059	04/05/12	11/6/2011	\$1,415.34	\$1,415.34	\$70,560.99	\$1,121.34	\$294.00	\$1,415.34
26090	05/22/12	12/6/2011	\$1,415.34	\$1,415.34	\$69,439.66	\$1,126.01	\$289.33	\$1,415.34
26147	08/06/12	1/6/2012	\$1,415.34	\$1,415.34	\$68,313.65	\$1,130.70	\$284.64	\$1,415.34
26176	09/20/12	2/6/2012	\$1,415.34	\$1,415.34	\$67,182.95	\$1,135.41	\$279.93	\$1,415.34
		3/6/2012			\$66,047.54			\$0.00
		4/6/2012			\$66,047.54			\$0.00
		5/6/2012			\$66,047.54			\$0.00
		6/6/2012			\$66,047.54			\$0.00
		7/6/2012			\$66,047.54			\$0.00
		8/6/2012			\$66,047.54			\$0.00
		9/6/2012			\$66,047.54			\$0.00
		10/6/2012			\$66,047.54			\$0.00
		11/6/2012			\$66,047.54			\$0.00
		12/6/2012			\$66,047.54			\$0.00
		1/6/2013			\$66,047.54			\$0.00
		2/6/2013			\$66,047.54			\$0.00
		3/22/2013	\$2,800.00		\$66,047.54	\$2,254.35	\$545.65	\$2,800.00
		4/22/2013			\$63,793.19			\$0.00
		5/22/2013			\$63,793.19			\$0.00
		6/30/2013	\$4,200.00		\$63,793.19	\$3,417.35	\$782.65	\$4,200.00
		7/30/2013			\$60,375.84			\$0.00
		8/30/2013			\$60,375.84			\$0.00
		9/30/2013	\$8,400.00		\$60,375.84	\$3,460.82	\$739.18	\$4,200.00
		10/30/2013	\$1,415.34		\$56,915.02	\$1,178.19	\$237.15	\$1,415.34
		11/30/2013	\$1,415.34		\$55,736.82	\$1,183.10	\$232.24	\$1,415.34
		12/30/2013	\$1,415.34		\$54,553.72	\$1,188.03	\$227.31	\$1,415.34
		1/30/2014	\$1,415.34		\$53,365.69	\$1,192.98	\$222.36	\$1,415.34
		2/28/2014	\$1,415.34		\$52,172.70	\$1,197.95	\$217.39	\$1,415.34
		3/30/2014	\$1,415.34		\$50,974.75	\$1,202.95	\$212.39	\$1,415.34
		4/30/2014	\$1,415.34		\$49,771.81	\$1,207.96	\$207.38	\$1,415.34
		5/30/2014	\$1,415.34		\$48,563.85	\$1,212.99	\$202.35	\$1,415.34
		6/30/2014	\$1,415.34		\$47,350.86	\$1,218.04	\$197.30	\$1,415.34
		7/30/2014	\$1,415.34		\$46,132.81	\$1,223.12	\$192.22	\$1,415.34
		8/30/2014	\$1,415.34		\$44,909.69	\$1,228.22	\$187.12	\$1,415.34
		9/30/2014	\$1,415.34		\$43,681.48	\$1,233.33	\$182.01	\$1,415.34
		10/30/2014	\$1,415.34		\$42,448.14	\$1,238.47	\$176.87	\$1,415.34
		11/30/2014	\$1,415.34		\$41,209.67	\$1,243.63	\$171.71	\$1,415.34
		12/30/2014	\$1,415.34		\$39,966.04	\$1,248.81	\$166.53	\$1,415.34
		1/30/2015	\$1,415.34		\$38,717.22	\$1,254.02	\$161.32	\$1,415.34
		2/28/2015	\$1,415.34		\$37,463.20	\$1,259.24	\$156.10	\$1,415.34
		3/30/2015	\$1,415.34		\$36,203.96	\$1,264.49	\$150.85	\$1,415.34
		4/30/2015	\$1,415.34		\$34,939.47	\$1,269.76	\$145.58	\$1,415.34
		5/30/2015	\$1,415.34		\$33,669.71	\$1,275.05	\$140.29	\$1,415.34
		6/30/2015	\$1,415.34		\$32,394.66	\$1,280.36	\$134.98	\$1,415.34
		7/30/2015	\$1,415.34		\$31,114.30	\$1,285.70	\$129.64	\$1,415.34
		8/30/2015	\$1,415.34		\$29,828.60	\$1,291.05	\$124.29	\$1,415.34
		9/30/2015	\$1,415.34		\$28,537.55	\$1,296.43	\$118.91	\$1,415.34
		10/30/2015	\$1,415.34		\$27,241.11	\$1,301.84	\$113.50	\$1,415.34
		11/30/2015	\$1,415.34		\$25,939.28	\$1,307.26	\$108.08	\$1,415.34
		12/30/2015	\$1,415.34		\$24,632.02	\$1,312.71	\$102.63	\$1,415.34
		1/30/2016	\$1,415.34		\$23,319.31	\$1,318.18	\$97.16	\$1,415.34
		2/28/2016	\$1,415.34		\$22,001.14	\$1,323.67	\$91.67	\$1,415.34
		3/30/2016	\$1,415.34		\$20,677.47	\$1,329.18	\$86.16	\$1,415.34
		4/30/2016	\$1,415.34		\$19,348.28	\$1,334.72	\$80.62	\$1,415.34
		5/30/2016	\$1,415.34		\$18,013.56	\$1,340.28	\$75.06	\$1,415.34
		6/30/2016	\$1,415.34		\$16,673.28	\$1,345.87	\$69.47	\$1,415.34
		7/30/2016	\$1,415.34		\$15,327.41	\$1,351.48	\$63.86	\$1,415.34
		8/30/2016	\$1,415.34		\$13,975.93	\$1,357.11	\$58.23	\$1,415.34
		9/30/2016	\$1,415.34		\$12,618.83	\$1,362.76	\$52.58	\$1,415.34
		10/30/2016	\$1,415.34		\$11,256.07	\$1,368.44	\$46.90	\$1,415.34
		11/30/2016	\$1,415.34		\$9,887.63	\$1,374.14	\$41.20	\$1,415.34
		12/30/2016	\$1,415.34		\$8,513.49	\$1,379.87	\$35.47	\$1,415.34
		1/30/2017	\$1,415.34		\$7,133.62	\$1,385.62	\$29.72	\$1,415.34
		2/28/2017	\$1,415.34		\$5,748.00	\$1,391.39	\$23.95	\$1,415.34
		3/30/2017	\$1,415.34		\$4,356.61	\$1,397.19	\$18.15	\$1,415.34
		4/30/2017	\$1,415.34		\$2,959.42	\$1,403.01	\$12.33	\$1,415.34
		5/30/2017	\$1,562.90		\$1,556.41	\$1,556.41	\$6.49	\$1,562.90

OLK12							
Amount of Loan			\$50,000.00	CDBG	CIP # 610411		
Date of Loan:			October 29, 2010				
Term:			60				
Payments per year			12				
Interest rate:			5.00%				
Payment:			\$943.56				
AMORTIZATION SCHEDULE							
Check #	PAID	DUE	Payment	Payment	Principal	Principal	P&I
	Date	Date	Due	Received	Outstanding	DUE	DUE
1067	12/10/10	12/29/2010	\$943.56	\$943.56	\$50,000.00	\$735.23	\$208.33
1072	01/07/11	1/29/2011	\$943.56	\$944.00	\$49,264.77	\$737.85	\$206.15
1081	02/23/11	2/29/2011	\$943.56	\$945.00	\$48,526.92	\$743.66	\$201.34
1090	03/18/11	3/29/2011	\$943.56	\$945.00	\$47,783.26	\$746.76	\$198.24
1102	04/13/11	4/29/2011	\$943.56	\$945.00	\$47,036.50	\$749.01	\$195.99
1112	05/18/11	5/29/2011	\$943.56	\$945.00	\$46,287.49	\$752.14	\$192.86
1120	06/21/11	6/29/2011	\$943.56	\$945.00	\$45,535.35	\$755.27	\$189.73
1138	11/01/11	7/29/2011	\$943.56	\$945.00	\$44,780.08	\$758.42	\$186.58
1149	11/18/12	8/29/2011	\$943.56	\$945.00	\$44,021.67	\$761.58	\$183.42
1153	03/02/12	9/29/2011	\$943.56	\$945.00	\$43,260.09	\$764.75	\$180.25
1168	04/06/12	10/29/2011	\$943.56	\$945.00	\$42,495.34	\$767.94	\$177.06
1187	08/21/12	11/29/2011	\$943.56	\$945.00	\$41,727.41	\$769.70	\$173.86
1187	08/21/12	12/29/2011	\$943.56	\$945.00	\$40,957.71	\$772.90	\$170.66
1187	08/21/12	1/29/2012	\$943.56	\$945.00	\$40,184.81	\$776.12	\$167.44
1213	01/11/13	2/29/2012	\$943.56	\$943.56	\$39,408.68	\$779.36	\$164.20
1213	01/11/13	3/29/2012	\$943.56	\$943.56	\$38,629.33	\$782.60	\$160.96
1213	01/11/13	4/29/2012	\$943.56	\$943.56	\$37,846.72	\$785.87	\$157.69
		5/29/2012					
		6/29/2012					
		7/29/2012					
		8/29/2012					
		9/29/2012					
		10/29/2012					
		11/29/2012					
		12/29/2012					
		4/1/2013	\$2,830.68		\$37,060.85	\$2,377.30	\$453.38
		5/1/2013	\$0.00		\$0.00	\$0.00	\$0.00
		6/1/2013	\$0.00		\$0.00	\$0.00	\$0.00
		7/1/2013	\$2,830.68		\$34,683.55	\$2,407.14	\$423.54
		8/1/2013	\$0.00		\$0.00	\$0.00	\$0.00
		9/1/2013	\$0.00		\$0.00	\$0.00	\$0.00
		10/1/2013	\$2,830.68		\$32,276.41	\$2,437.35	\$393.33
		11/1/2013	\$0.00		\$0.00	\$0.00	\$0.00
		12/1/2013	\$0.00		\$0.00	\$0.00	\$0.00
		1/1/2014	\$2,830.68		\$29,839.06	\$2,467.95	\$362.73
		2/1/2014	\$0.00		\$0.00	\$0.00	\$0.00
		3/1/2014	\$0.00		\$0.00	\$0.00	\$0.00
		4/1/2014	\$2,830.68		\$27,371.11	\$2,498.92	\$331.76
		5/1/2014	\$0.00		\$0.00	\$0.00	\$0.00
		6/1/2014	\$0.00		\$0.00	\$0.00	\$0.00
		7/1/2014	\$2,830.68		\$24,872.19	\$2,530.29	\$300.39
		8/1/2014	\$0.00		\$0.00	\$0.00	\$0.00
		9/1/2014	\$0.00		\$0.00	\$0.00	\$0.00
		10/1/2014	\$2,830.68		\$22,341.90	\$2,562.05	\$268.63
		11/1/2014	\$0.00		\$0.00	\$0.00	\$0.00
		12/1/2014	\$0.00		\$0.00	\$0.00	\$0.00
		1/1/2015	\$2,830.68		\$19,779.85	\$2,594.21	\$236.47
		2/1/2015	\$0.00		\$0.00	\$0.00	\$0.00
		3/1/2015	\$0.00		\$0.00	\$0.00	\$0.00
		4/1/2015	\$2,830.68		\$17,185.64	\$2,626.77	\$203.91
		5/1/2015	\$0.00		\$0.00	\$0.00	\$0.00
		6/1/2015	\$0.00		\$0.00	\$0.00	\$0.00
		7/1/2015	\$2,830.68		\$14,558.87	\$2,659.75	\$170.93
		8/1/2015	\$0.00		\$0.00	\$0.00	\$0.00
		9/1/2015	\$0.00		\$0.00	\$0.00	\$0.00
		10/1/2015	\$2,830.68		\$11,899.12	\$2,693.13	\$137.55
		11/1/2015	\$0.00		\$0.00	\$0.00	\$0.00
		12/1/2015	\$0.00		\$0.00	\$0.00	\$0.00
		1/1/2016	\$2,830.68		\$9,205.99	\$2,726.94	\$103.74
		2/1/2016	\$0.00		\$0.00	\$0.00	\$0.00
		3/1/2016	\$0.00		\$0.00	\$0.00	\$0.00
		4/1/2016	\$2,830.68		\$6,479.05	\$2,761.16	\$69.52
		5/1/2016	\$0.00		\$0.00	\$0.00	\$0.00
		6/1/2016	\$0.00		\$0.00	\$0.00	\$0.00
		7/1/2016	\$2,830.68		\$3,717.89	\$2,792.82	\$37.86
		8/1/2016	\$0.00		\$0.00	\$0.00	\$0.00
		9/1/2016	\$0.00		\$0.00	\$0.00	\$0.00
		10/1/2016	\$928.92		\$922.06	\$925.08	\$3.84

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Accounts, Enrollment and Revenue Administration respectfully recommends, after due and careful consideration, that the new due dates for the borrowers in the City's Revolving Loan fund be approved.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Heather Freeman".

Clerk of Committee



*William E. Sanders
Finance Officer*

CITY OF MANCHESTER
Finance Department

March 11, 2013

Committee on Accounts, Enrollment & Revenue Administration
C/o Matthew Normand, City Clerk
One City Hall Plaza
Manchester, NH 03101

Dear Honorable Committee Members,

In order to simplify the Revolving Loan payment process the City met with each of the Revolving Loan borrowers and asked if they would be willing to change their loan payment due date to either the 1st or 15th of each month. With their consent we would like to propose the following for Committee approval:

Borrower	Current Due Date	Proposed Due Date
JW Hills	28 th	1 st
Laird Institute	16 th	1 st
Mary's Closet	19 th	15 th
MB Provisions	28 th	1 st
OLK12	29 th	1 st (Quarterly)

Respectfully submitted,

Sharon Y. Wickens
Assistant Director-Treasury

Cc: Kim Leblanc

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Administration/Information Systems respectfully advises, after due and careful consideration, that the banner application submitted by Families in Transition for Elm and Kelley Streets, for a two-week period from April 18, 2013 through May 2, 2013, has been approved.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Heather Freeman".

Clerk of Committee



MUNICIPAL BANNER APPLICATION

Office of the City Clerk/ One City Hall Plaza/ Manchester, NH 03101/ 603-624-6455

Name of Event: Cinco de Mayo Celebration

Name of Sponsoring Organization: Families in Transition

Contact Person for Event: Lauren Suprenant

Contact's Phone: (603) 641-9441

Contact's Email (optional): lsuprenant@fitnh.org

Date of Event: 05/02/2013

Time period requested for banner exposure: 2 weeks (4/18/13 - 5/2/13)

Number of cross-street banners: 2 (Elm Street and Kelley Street)
(maximum of 2 at any given time)

Location of banner(s):

<i>Office Use Only</i>	
Date Received:	<u>2/5/13 MC</u>
Committee Review:	_____
Committee Action:	_____
Insurance Carrier:	_____
Fee Submitted:	_____

Elm Street	\$500.00
Hanover Street	\$125.00
Kelley Street	\$125.00

In the area below illustrate (or attach to this application) **exactly** how your banner will appear:

Attached is the illustration of last year's banner. The two banners (4'x45' and 4'x25') will look the same with updated event information. A final version will be submitted prior to.

Signature of responsible party indicating that you have read the City of Manchester Municipal Banner Policy:


Name: Jennifer Atorich Date: 2/5/13

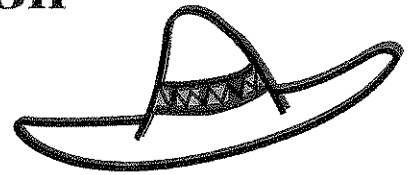


cinco de mayo celebration

Thursday, May 5

**food • fun • entertainment
for a great cause!**

food provided by 



information @ www.fitnh.org/cinco

Client#: 53565

FAMIL6

ACORDTM**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

02/07/13

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Davis Towle Morrill & Everett 115 Airport Road P O Box 1260 Concord, NH 03302-1260		CONTACT NAME: PHONE (A/C, No, Ext): 603 225-6611 FAX (A/C, No): 603-225-7935 E-MAIL ADDRESS:	
INSURED Families in Transition, Inc 122 Market St Manchester, NH 03101		INSURER(S) AFFORDING COVERAGE INSURER A : Philadelphia Insurance Co. INSURER B : Wesco Insurance Company INSURER C : INSURER D : INSURER E : INSURER F :	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		PHPK961287	01/01/2013	01/01/2014	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		PHPK961287	01/01/2013	01/01/2014	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR DED <input checked="" type="checkbox"/> RETENTION \$10000		PHUB406925	01/01/2013	01/01/2014	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WWC3047690	01/01/2013	01/01/2014	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

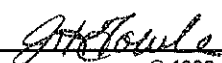
City of Manchester is included as additional insured on the General Liability for the Cinco de Mayo cross street banner.

CERTIFICATE HOLDER**CANCELLATION**

City of Manchester
1 City Hall
Manchester, NH 03101

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



© 1988-2010 ACORD CORPORATION. All rights reserved.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Administration/Information Systems respectfully recommends, after due and careful consideration, that the \$300.00 Fair Permit/License fee be waived for the NH Fisher Cats and Clear Channel Radio “Skyshow” event to be held on May 26, 2013.
(Unanimous vote with the exception of Alderman Greazzo who voted in opposition)

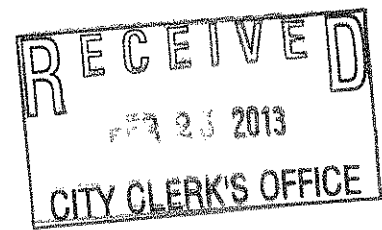
Respectfully submitted,

A handwritten signature in black ink, appearing to read "Heather Freeman". The signature is written in a cursive, flowing style.

Clerk of Committee



OFFICE OF THE CITY CLERK
One City Hall Plaza
Manchester, NH 03101
Tel: (603) 624-6348 Fax: (603) 624-6481



February 25, 2013

Heather Freeman
Assistant City Clerk
Office of the City Clerk
One City Hall Plaza
Manchester, NH 03101

RE: Skyshow / Memorial Day Activities May 26th, 2013. Arms Park.

Asst. Clerk Freeman,

Please find attached to this letter, a request for waiver of fees for the "Skyshow" event scheduled on May 26th, 2013 at Arms Park, Manchester NH. This request for waiver of fees is submitted on behalf of the New Hampshire Fisher Cats.

This request is for the waiver of "licensing and permitting fees" only, and should this request be granted, the motion should reflect, licensing and permitting fees incurred by the Office of the City Clerk –ONLY. The fee's associated with this event as described, is as follows:


\$300.00 Fair Permit /License

\$200.00 Noise Permit / Live outdoor entertainment.

Total: \$500.00

Additionally, please find enclosed correspondence from the Manchester Community Health Center, who has initially reserved this park and date for their annual event. They are currently working with the New Hampshire Fisher Cats and are willing to conditionally surrender the reserved date and make this a joint "family venture".

Should you or the committee have any questions or concerns, the New Hampshire Fisher Cats and the Manchester Community Health Center, can be available with notice.


Jeffrey A. Bolduc
Inspector-Licensing

Cc; Kevin Kincaid
Matthew Normand

Shaun Meredith
New Hampshire Fisher Cats
Director of Facilities and Turf
603-765-6703
smeredith@nhfishercats.com
2/22/2013

To:
Mathew Normand, City Clerk, Manchester, NH

On May 26, 2013, the New Hampshire Fisher Cats and Clear Channel Radio would like to host the event called "Sky Show" in the parking lot location of Arms Park in downtown Manchester.

The Fisher Cats and Clear Channel Radio have invited the Manchester Community Health Center to participate in Sky Show. The organization's Rubber Duck Races on the Merrimack will be hosted throughout the Sky Show to raise needed funds and awareness in support of the Manchester Community Health Center.

The event features multiple musical acts and bands playing throughout the day on a stage at the southern end of Arms Park. We will also host a variety of vendors who will be selling their food and/or products during the event. At the conclusion of the musical acts, a fireworks show will be displayed from the Bridge Street bridge.

This is a ticketed event with exterior fencing around the entire park to prohibit re-entry into the venue.

With the approval of the Planning & Community Development Department, City Health Department, Police and Fire Departments, and Parks & Recreation and Highway Departments, we feel this family-friendly event will help the community and provide a boost to local businesses. Therefore, we would like to request a Waiver of Fees.

Sincerely,

New Hampshire Fisher Cats & Clear Channel Radio



BUSINESS LICENSE APPLICATION

Office of the City Clerk/Business Licensing & Enforcement Division/One City Hall Plaza/Manchester, NH 03101/(603) 624-6348

Date: 2/22/13

Instructions:

1. Please return all pages of this application with all applicable information completed.
2. Using the worksheet provided, figure the total business license fee.
3. Please make checks payable to the "City of Manchester".
Checks returned by your financial institution are subject to a \$30.00 penalty.
4. The licensing year begins May 1.
Applications received after this time may be subject to a late charge. New licenses will expire on April 30th of the following year, unless the licensed activities are otherwise limited or invalidated by local, state, or federal authority.

Section I. Identification

Applicant: SKY SHOW 2013

Business Name: NEW HAMPSHIRE FISH & FATS - A COSEA (HAWAII) LTD.

Business Address (No P.O. Box): ONE LINE DR MANCHESTER NH 03101 (WILSON ST)
195 MCGREW ST MANCHESTER NH 03103 (CROSS CHANIN)

Telephone: 603-705-6703 Fed. Tax ID #: _____

Manager's Name(s): ROCK BROWER JOE GRADY

Property Owner's Name: CITY OF MANCHESTER

Property Owner's Mailing Address (No P.O. Box): _____

Property Owner's Telephone #: _____

As part of the application process, some city departments may need to contact your business to schedule an interview or an inspection. Please identify the person to be contacted and the best time(s) to call.

Contact Person: SHAWN McNEEDER Time(s): ANY

Section II. Business Information

I. BUSINESS ACTIVITIES:

Please check all applicable sections:

<input type="checkbox"/> Alarm	<input type="checkbox"/> Dance/Entertainment-Restaurant (**)	<input type="checkbox"/> Performers/Exhibitors (***)
<input type="checkbox"/> Amusement Devices (**)	<input type="checkbox"/> Downtown Sidewalk Encumbrance (**)	<input type="checkbox"/> Raffle (***)
<input type="checkbox"/> Amusement Device Vendor (**)	<input type="checkbox"/> Employment Agency (*)	<input type="checkbox"/> Secondhand Dealer *
<input type="checkbox"/> Antique Dealer (*)	<input type="checkbox"/> Entertainment Place of Assembly (***)	<input type="checkbox"/> Sunday Activities (*)
<input type="checkbox"/> Arcade (or amusement devices) (*)	<input checked="" type="checkbox"/> Fair (***)	<input type="checkbox"/> Tag Day (***)
<input type="checkbox"/> Auctioneer/Auction House (*)	<input type="checkbox"/> Itinerant Photography/Magazine Sales (***)	<input type="checkbox"/> Towing/Dispatch Company *
<input type="checkbox"/> Christmas Tree Sales *	<input type="checkbox"/> Junk Dealer/Junk Collector (*)	<input type="checkbox"/> Towing Company *
<input type="checkbox"/> Circus/Carnival (***)	<input checked="" type="checkbox"/> Noise Permit (***)	<input type="checkbox"/> Food Service/Grocery *
<input type="checkbox"/> Dance/Entertainment (**)	<input type="checkbox"/> Peddler/Civic Center Peddler (***)	<input type="checkbox"/> Other

(*) Refer to Section III (1) (**) Refer to Section III (2) (***) Refer to Section III (3) (****) Refer to Section VI (pg. 7)

Section II (cont.) Business Information - License Fee Worksheet

Following are the license fee categories for businesses and business activities in the City of Manchester. Please review each section and calculate the fees where appropriate.

1. Enter your business' square footage here to calculate your fee.
 If the square footage is already entered, this number is based on figures submitted with your application from last year. If there have been no changes since last year continue to next applicable section. If there have been any changes, correct the square footage and calculate the fee for _____ sq. feet.
 To calculate the fee, the first 1,500 square feet is \$50.00 and \$2.00 per 100 square feet, or portion thereof, thereafter. Minimum fee is \$50.00. Maximum is \$1,000.00. (Example: A business has 2,200 sq. feet. The license fee is \$50.00 for the first 1,500 sq. feet and \$14.00 for the next 700 sq. feet (\$2 x 7 = \$14) for a total of \$64.00.)

2. Enclosed Amusement Device Registration form must be filled out completely and submitted. Fees, per machine, are as follows:
- a. \$25.00 for each children's amusement device (height and weight requirements for children only), skee ball, basketball device, pinball, concession game, pool table, or billiard table.
 Number of machines: _____ x \$25.00 = _____
 - b. \$50.00 for each juke box, centralized music system, video games, video dart machine, etc.
 Number of machines: _____ x \$50.00 = _____
 - c. \$150.00 for each video poker or video slot machine.
 Number of machines: _____ x \$150.00 = _____
 - d. \$300.00 for Arcade License fee (six or more amusement devices). *Note: The count of devices is not to include pool tables, billiard tables, juke boxes or centralized music systems.*
 Fee: \$300.00
 - e. An Amusement Device Vendor License fee is required of all device vendors. Device vendors located outside city limits are required to submit a list of all "Manchester accounts" along with a \$100.00 license fee. Device vendors located within city limits shall maintain an "account log" and submit a license fee derived from the calculation above (item d).
Note: All records of accounts located in Manchester must remain accurate throughout the licensing period.

3. The licenses for the following activities may also require additional paperwork, state licenses, insurance certificates, etc.
- a. Circus/Carnival Fee: \$300.00
 - b. Dance/Entertainment and/or Entertainment Place of Assembly
 - Class I - Non-Profit Org. Fee: \$15.00/day
 - Class II - For Profit Fee: \$100.00/day
 - c. Dance/Entertainment (Restaurant) Fee: No Charge
 - d. Fair Fee: \$300.00 (one day); \$50.00/add. day
 - e. Itinerant Photo/Magazine Sales (Fee: \$150.00/yr; \$25.00/wk; \$5.00/day)
 - f. Noise Fee: \$200.00/event
 - g. Peddler - City Wide Fee: \$150.00/yr.; \$25.00/day
 - h. Civic Center Zone Fee: \$400.00/yr; \$75.00/day
 - i. Performers/Exhibitors Fee: \$10.00/day

* Proration of Initial Annual License Fees *

Initial applications received after May 1, for certain activities, may be prorated as follows. (Call 603-624-6348 for details)

May 1 - Jul 31 100% Aug 1 - Oct 31 75%
 Nov 1 - Jan 31 50% Feb 1 - Apr 30 25%

\$ 300.00 / yr
 100.00 / yr

\$ 500.00 / yr
 (Total)

Section VI. ADDITIONAL ACTIVITIES

THIS SECTION IS FOR ALL CIRCUS, CARNIVAL, DANCE & ENTERTAINMENT, ENTERTAINMENT PLACE OF ASSEMBLY, FAIR, PEDDLER, PERFORMER AND EXHIBITOR, RAFFLE & TAG DAY APPLICANTS.

Note to all Carnival, Circus, or Fair applicants

All applicants must submit a completed application with the following documentation:

1. A certificate of insurance (\$500,000.00 minimum limit).
2. A copy of all applicable licenses issued by the State of New Hampshire.
3. A list of persons/vendors who shall be allowed to display any merchandise, article, or thing at the event.

Also, license applications must be submitted with all applicable department signoffs (see page 6). Carnival and Circus applicants must submit applications **45 days in advance** and may be required to submit additional signoffs, not shown on page 6. Additional documentation may be required by the Office of the City Clerk.

Note to all Peddler / Magazine Sales applicants

All applicants will need to submit a completed application with the following documentation:

1. A certificate of insurance (\$500,000.00 minimum limit).
2. A copy of a Hawkers & Peddlers issued by the State of New Hampshire.
3. A copy of a license issued by the Manchester Health Department (for any food or beverages sales).
4. Two Passport Photos (for identification card).
5. Complete certified criminal record for the previous 5 years.
6. A description and photo of any stand or vehicle to be used (including license and registration).
7. Written permission from all abutting landowners and/or tenants at each business locations (Peddlers only).
8. Government issued picture identification.

Also, license applications must be submitted with all applicable department signoffs (see page 6). Additional documentation may be required by the Office of the City Clerk.

* Be sure to include all details for your event including diagrams if applicable. Attach as many additional pages as necessary. Failure to provide full disclosure of an event may result in the delay or denial of an application.

Business location for location of sale or event:

Business Telephone #:

Name and address of person(s) to contact if other than above

Phone #:

Phone #:

Types of merchandise being sold:

Day(s) and date(s) of event/sale:

Hours of operation:

Admission charge:

Previously held a license issued by City Clerk:

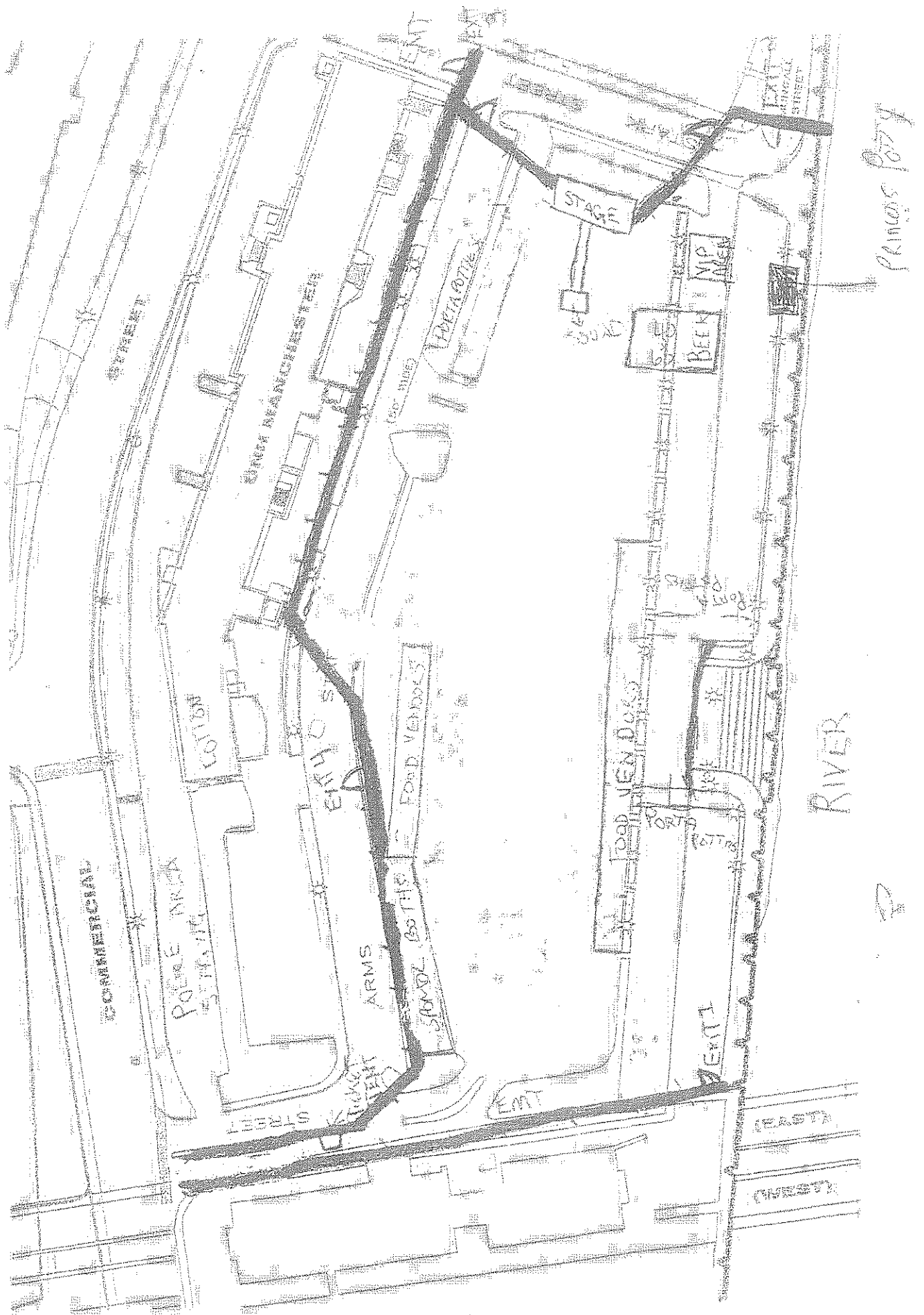
☐ No

☒ Yes

Type:

Who will the event/sale be for (if other than applicant):

Additional remarks or details:



February 18, 2013

Mr. Jeff Bolduc
Office of the City Clerk
Business Licensing & Enforcement Division
One City Plaza
Manchester NH 03101

Dear Jeff,

Attached is the copy of the letter sent to the Committee on Business License for Nonprofit Functions.

I have spoken with the Fisher Cats staff member, Jenna Raizes, who has assured me the Memorial Day Family Event will go on as a part of the Skyshow being planned by the Fisher Cats and Miller Lite organizations.

Therefore, as long as the Aldermen approve the Skyshow to be a family event in Arms Park on May 26th, I would like to cancel the enclosed request in order for the Fisher Cats organization to obtain permission to use the Arms Park location.

We are intending to have three rubber duck heats on the Merrimack River during the hours of 1:00 until dark before the fireworks begin.

The banner was so successful over Elm Street last year that I may want to apply for that license again this year, depending upon the advertising of the Skyshow itself.

I have an approval letter from the Marine Patrol for use of the Merrimack River.

Please let me know if there are any other arrangements that need to be made between the Manchester Community Health Center and the City of Manchester.

Looking forward to hearing from you.



Becky Vinson
Director of Development

September 26, 2012

Dear Committee on Business License for Nonprofit Functions,

The Manchester Community Health Center is again seeking permission to use the Arms Park area and Parking facilities along the University of New Hampshire River Walk area for a 2013 Manchester Community Memorial Day Event taking place on Sunday, May 26, 2013 from 2:00 until 7:00 pm.

We have spoken with Rick Brenner of the Fish Cats organization and are discussing the possibility of combining the Lite Show with our Event. The objective is to ensure this is a family event (as experienced last year) and will concentrate more heavily upon the children's activities in that these were the most popular activities.

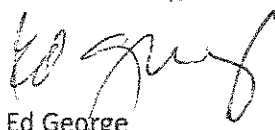
My Director of Advancement, Becky Vinson, has met with the owners of the two restaurants which displayed apprehension with activities last year. Both Jeff Paige at Cotton's Restaurant and Peter Telge at Milly's Tavern have unequivocally stated the Manchester Community Health Center's event was no problem and they would endorse our being at Arms Park for another Memorial Day event.

Since a long lead time is required to schedule the military portion of this event, I am requesting you expedite this application with whatever contingencies you would desire. I have enclosed the successes enjoyed from last year's event and am hopeful this year will be even better.

Please let me know if you need additional information or would like to meet.

I look forward to hearing from you. Thank you for your consideration.

Most sincerely,



Ed George
President/CEO

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Administration/Information Systems respectfully recommends, after due and careful consideration, that Ordinance Amendment submitted by the Police Department:

“Amending Section 70.40 Towing of the Code of Ordinances of the City of Manchester by increasing the fees associated with vehicles towed without the consent or authorization of the owner/operator of the vehicle.”

be approved and referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Heather Freeman".

Clerk of Committee

Chief of Police
David J. Mara
Assistant Chief
Gary T. Simmons



Commission
Richard M. Bunker
Woullard H. Lett
William M. Clifford
Eva Castillo-Turgeon
Mark E. Roy

CITY OF MANCHESTER

Police Department

Matthew Normand
City Clerk
One City Hall Plaza
Manchester, NH 03103

January 31, 2013

Matt-

Below you will find a revised version of the Towing Ordinance. The changes, indicated in red, reflect those increases approved by the Committee on Administration/Information Systems. In stating their approval the committee authorized increases in fees, as "recommended by the Police Department," with the approval of the City Solicitor. The Police Department had recommended to the committee that the regular tow fee be increased to \$110 per tow and that additional fees, stipulated in the current contract, be similarly adjusted to be more competitive with surrounding communities. The amended fees below reflect those changes to the ordinance, which in effect represent the "more competitive" fees mentioned in the Police Department's original recommendation(s). At this time I am requesting that the revised ordinance be brought before the Mayor and Board of Alderman for final approval.

§ 70.40 TOWING.

(A) (1) Any company or person which tows a motor vehicle without the consent or authorization of the owner or operator of the motor vehicle shall not charge a towing fee in excess of ~~\$70~~ **\$110** during regular business hours. The fee for a tow conducted at a time other than regular business hours shall be ~~\$85~~ **\$125**. For purposes of this section, **REGULAR BUSINESS HOURS** shall mean, at a minimum, the hours from 8:00 a.m. to 5:00 p.m., Monday through Friday, holidays excepted, as well as any other posted business hours. The company or person shall post the business hours of its storage lot and shall disclose such information upon request of the owner or operator of a motor vehicle.

(2) Any company or person which tows a motor vehicle without the consent or authorization of the owner or operator of the motor vehicle shall not charge a fee in excess of ~~\$25~~ **\$30** per day for storing the towed motor vehicle. There shall be no storage fee for the first 24 hours after a motor vehicle is towed.

(B) No company or person shall charge any fee other than a towing fee or storage fee, as

Michael L. Briggs Public Safety Building
405 Valley Street • Manchester, New Hampshire 03103 • (603) 668-8711 • FAX: (603) 668-8941
E-mail: ManchesterPD@manchesternh.gov • Website: www.manchesterpd.com

A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



provided for in § 70.40 (A), for a motor vehicle which has been towed without the consent or authorization of the owner or operator; except a company or person may charge a service fee of up to ~~\$25~~ **\$40** to release a motor vehicle from a storage lot to its owner or operator at a time other than regular business hours. In the event a service fee is charged, the company or person shall have the owner or operator sign an acknowledgment upon the release of the motor vehicle. The acknowledgment shall specify the date and time the vehicle was released, the location of the storage lot, and the amount of the service fee charged. No "hoisting", "let-down", "standby" or "gate" fee shall be charged.

(C) Any company or person which has towed a motor vehicle without the consent of the owner or operator shall release to the owner or operator any and all property contained within or on such vehicle, but not attached to the vehicle, upon request by the owner or operator of the vehicle without requiring the payment of any fee therefore including the towing fee and the storage fee provided for in § 70.40 (A).

(Ord. passed 11-19-96; Am. Ord. passed 4-6-99; Am. Ord. passed 9-4-02; Am. Ord. passed 10-4-05)

Respectfully,

Lt. James Flanagan
Manchester Police Department
Traffic Unit

City of Manchester New Hampshire

In the year Two Thousand and^{Thirteen}

AN ORDINANCE

"Amending Section 70.40 Towing of the Code of Ordinances of the City of Manchester by increasing the fees associated with vehicles towed without the consent or authorization of the owner/operator of the vehicle."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

I. Deletions to existing ordinance language are ~~struck through~~. New language appears in **bold**. Sections of the following chapter that remain unchanged appear in regular type.

§ 70.40 TOWING.

(A) (1) Any company or person which tows a motor vehicle without the consent or authorization of the owner or operator of the motor vehicle shall not charge a towing fee in excess of ~~\$70~~ **\$110** during regular business hours. The fee for a tow conducted at a time other than regular business hours shall be ~~\$85~~ **\$125**. For purposes of this section, **REGULAR BUSINESS HOURS** shall mean, at a minimum, the hours from 8:00 a.m. to 5:00 p.m., Monday through Friday, holidays excepted, as well as any other posted business hours. The company or person shall post the business hours of its storage lot and shall disclose such information upon request of the owner or operator of a motor vehicle.

(2) Any company or person which tows a motor vehicle without the consent or authorization of the owner or operator of the motor vehicle shall not charge a fee in excess of ~~\$25~~ **\$30** per day for storing the towed motor vehicle. There shall be no storage fee for the first 24 hours after a motor vehicle is towed.

(B) No company or person shall charge any fee other than a towing fee or storage fee, as provided for in § 70.40 (A), for a motor vehicle which has been towed without the consent or authorization of the owner or operator; except a company or person may charge a service fee of up to ~~\$25~~ **\$40** to release a motor vehicle from a storage lot to its owner or operator at a time other than regular business hours. In the event a service fee is charged, the company or person shall have the owner or operator sign an acknowledgment upon the release of the motor vehicle. The acknowledgment shall specify the date and time the vehicle was released, the location of the storage lot, and the amount of the service fee charged. No "hoisting", "let-down", "standby" or "gate" fee shall be charged.

(C) Any company or person which has towed a motor vehicle without the consent of the owner or operator shall release to the owner or operator any and all property contained within or on such vehicle, but not attached to the vehicle, upon request by the owner or operator of the vehicle without requiring the payment of any fee therefore including the towing fee and the storage fee provided for in § 70.40 (A).

II. This ordinance shall take effect upon its passage.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Administration/Information Systems respectfully recommends, after due and careful consideration, that the communication from the Chamber of Commerce regarding the plaque given to the City by the Manchester, UK delegation be referred to the City Clerk.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Heather Freeman". The signature is written in a cursive, flowing style.

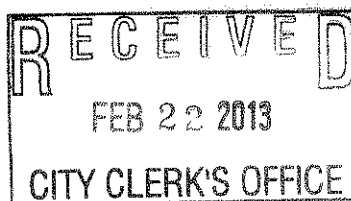
Clerk of Committee



54 Hanover Street
Manchester, NH 03101

Office: 603.666.6600
Fax: 603.626.0910

www.manchester-chamber.org



In Board of Mayor and Aldermen
Date: 03/05/13
On motion of Ald. Ludwig
Seconded by Ald. Roy
Voted to refer to the Committee on
Administration/Information Systems.

February 21, 2013

Mayor Ted Gatsas and Aldermen
City of Manchester
One City Hall Plaza
Manchester, NH 03101


City Clerk

Dear Mayor Gatsas and Aldermen:

On behalf of the Greater Manchester Chamber of Commerce, thank you for your support during a recent visit of business leaders from Manchester, United Kingdom. The Chamber hosted this UK delegation to advance establishing a sister city relationship with Manchester, UK. During the visit we were able to introduce members of the delegation to the mayor, several aldermen, and numerous Manchester business leaders, with whom we exchanged conversation on many historical, economic and social matters.

As a result of the press generated from the Manchester, UK, visit, a member of the community informed me that the Queen City received a delegation of Manchester, UK, visitors, including the Mayor of that city, in 1931. During that visit, the Manchester, UK, delegation gave the Mayor of our city a plaque of the British city's emblem carved on a beautiful piece of 500 year old English oak. I have since learned that the plaque hung in the Mayor's office until the refurbishment of City Hall, when it was placed in the City vault, where I'm told it remains. Given the renewed ties between our two cities, I wonder if you would consider removing the plaque from the vault and hanging it in a prominent location in City Hall. If this is not feasible, we would be proud to hang the plaque here at the Chamber. Displaying this unique gift from Manchester, UK, would be a terrific show of support of the importance of the relationship between our two cities that may generate further conversation and communication about our shared history, as well as the value of contemporary interests between the two cities of Manchester.

I look forward to your response. Please let me know if you would like to discuss this request further.

Thank you again for your support of establishing a sister city relationship between Manchester, NH, and Manchester, UK.

Sincerely,


Robin A. Comstock
President & CEO

To the Board of Mayor and Aldermen of the City of Manchester:

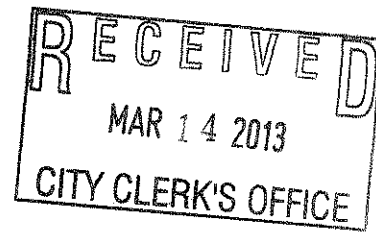
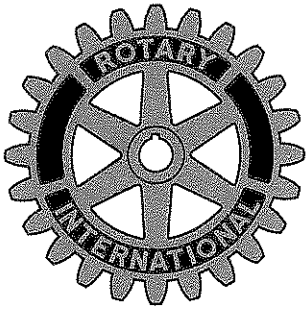
The Committee on Administration/Information Systems respectfully advises, after due and careful consideration, that the communication from Normand Lavigne regarding the Cruising Downtown Car Show event has been accepted.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Heather Freeman". The signature is written in a cursive, flowing style.

Clerk of Committee



Dear Committee,

My name is Normand Lavigne. I am a member of the Manchester Rotary and director of the Manchester Rotary Cruising Downtown Car Show event. This is the 13th year of an event that blocks off a portion of Elm St and some of its connecting side streets to raise money for local community charities and children sponsorships/camperships. This year I would like to have a \$5 charge for admissions to our event with children under 12 for free. I had spoken to Mayor Gatsas last week and he said he did not know of any ordinance that would prevent me from charging for admissions. We would handle this issue the same way that the Hampton Chamber of Commerce runs their Seafood Festival in September. We would man all the access points to our event to collect our fees. We can also provide wrist bands for all employees of all the local downtown merchants. Even though we are asking for a \$5 admission fee, we will not force anyone to pay, which is the same mind set that the Seafood Festival has. They figure that a little less than 50% actually pay to get in but without this fee they could not put on their event.

Thank you for your help in this matter,

Normand Lavigne

137 Theresa Ct

Manchester, NH 03103

Cell: (603) 315-4732

THE FOUR-WAY TEST "Of the things we think, say or do"

1st Is it the **TRUTH**? 2nd Is it **FAIR** to all concerned? 3rd Will it build **GOODWILL** and **BETTER FRIENDSHIPS**? 4th Will it be **BENEFICIAL** to all concerned 20.2

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Administration/Information Systems respectfully advises, after due and careful consideration, that the denial of consideration of Dan's City Auto Body & Towing as a towing contractor with the City be upheld.

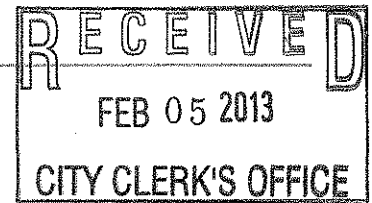
(Unanimous vote)

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Heather Freeman".

Clerk of Committee

From: julie mainville [mailto:jewlsm1@gmail.com]
Sent: Tuesday, February 05, 2013 4:51 PM
To: Normand, Matthew
Subject: Dan's City



Good Afternoon Matt,

I am formally requesting to have a hearing before the committee on administration regarding the denial of the City Of Manchester Towing Contract for years 2012-2014

Sincerely,

Dan Genest

Chief of Police
David J. Mara

Assistant Chief
Gary T. Simmons



Commission:
Richard M. Bunker
Woodard H. Lett
William M. Clifford
Eva Castillo-Turgeon
Mark E. Roy

CITY OF MANCHESTER

Police Department

Dan's City Used Cars, Inc.
dba Dan's City Auto Body & Towing
272 Sheffield Rd
Manchester, NH 03103

January 28, 2013

Mr. Daniel Genest,

I am writing to inform you that Dan's City Auto Body & Towing will not be considered for inclusion, as a tow contractor, under the City of Manchester Police Department tow contract for 2012-2014. As you may be aware, the City is the sole determinant in the award of tow company contracts. Contractors to the towing agreement are expected to maintain positive working relationships with members of the Manchester Police Department and exhibit high professional standards, in accordance with our agency's stated mission. After review of your application and with careful consideration of your history with the Manchester Police Department and its employees, it was determined that your company would be excluded from further consideration.

At this time I would like to thank you for taking part in the application process. Should you have any questions, I would refer you to the City Solicitors office at (603) 624-6523.

Sincerely,

Lt. James M. Flanagan
Manchester Police Department
Traffic Division

Michael L. Briggs Public Safety Building
405 Valley Street • Manchester, New Hampshire 03103 • (603) 668-8711 • FAX: (603) 668-8941
E-mail: ManchesterPD@manchesternh.gov • Website: www.manchesterpd.com

A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



City of Manchester New Hampshire

In the year Two Thousand and Thirteen

A RESOLUTION

“Amending the FY 2013 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) for the FY 2013 CIP 810813 ERP Project.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2013 CIP as contained in the 2013 CIP budget; and

WHEREAS, the 2013 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen previously authorized the Finance Officer to utilize \$250,000 from the Special Revenue Account for the purposes of funding software and implementation costs of a new ERP system;

NOW, THEREFORE, be it resolved that the 2013 CIP be amended as follows:

By adding:

FY 2013 CIP 810813- ERP Project - \$250,000 Special Revenue Account

By decreasing:

Special Revenue Account - \$250,000

Resolved, that this Resolution shall take effect upon its passage.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the petition for release and discharge of a portion of Hayward North Back Street, be referred to a Road Hearing at a date determined by the City Clerk.

(Unanimous vote)

Respectfully submitted,


Clerk of Committee

At a meeting of the Board of Mayor and Aldermen held December 20, 2011, on a motion of Alderman O'Neil, duly seconded by Alderman Shea, the report of the Committee was accepted and its recommendations adopted.


City Clerk

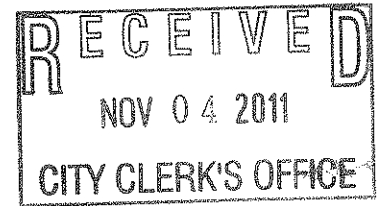
Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director



Commission
Raymond Hebert
Harold Sullivan
Robert R. Rivard
Rick Rothwell
Bill Skouteris

CITY OF MANCHESTER
Highway Department



November 2, 2011

Community Improvement Committee of the Board of Mayor and Aldermen
City Hall
c/o Mathew Normand, City Clerk
One City Hall Plaza
Manchester, New Hampshire 03101

RE: PETITION FOR RELEASE AND DISCHARGE OF A PORTION OF HAYWARD NORTH
BACK STREET

Dear Committee Members,

We have reviewed the referenced item and have found the following:

- Hayward North Back Street was originally dedicated as an unnamed alley on plan entitled "Land of Jennie F. Dickey and Phronie A. Woodman" dated July, 1910.
- No acceptance of dedication or return of layout for the street was found in the records of the City Clerk.
- No records of sewer or drain pipes being in the street were found.
- The Highway Department does not maintain this area as a public street.
- Because the dedication predates 1913 a road hearing is needed.
- The Highway Department supports the release and discharge of Hayward North Back Street.

Sincerely,

Kevin Sheppard, P.E.
Director of Public Works

MJM

CC: file



DISCLAIMER

The information appearing on this map is for the convenience of the user and is not an official public record of the City of Manchester, NH (the "City"). This map is not survey-quality. All boundaries, easements, areas, measurements, rights-of-way, etc. appearing on this map should only be considered approximations, and as such have no official or legal value. The City makes no warranties, expressed or implied, concerning the accuracy or completeness of any information for which it is not responsible. The City assumes no liability whatsoever associated with the use or misuse of this information. The official public records from which this information was compiled are kept in the offices of various City, County, and State government agencies and departments, and are available for inspection and copying during normal business hours. By using this map, you agree to these terms and conditions.

Matthew Normand
City Clerk




Heather Freeman
Assistant City Clerk

JoAnn Ferruolo
Assistant City Clerk

CITY OF MANCHESTER
Office of the City Clerk

MEMORANDUM

To: Kevin Sheppard
Public Works Director

From: Heather Freeman 
Assistant City Clerk

Date: October 18, 2011

Re: Petition for release and discharge

Pursuant to Rule 19 of the Board of Mayor and Aldermen, enclosed is a copy of a petition for release and discharge from public servitude a portion of an unnamed street. Please respond to the Committee on Community Improvement c/o the City Clerk at your earliest convenience.

To the Honorable Board of Mayor and Aldermen of the City of Manchester:

The Undersigned respectfully represent that for the accommodation of the public there is occasion for releasing and discharging a highway dedication.

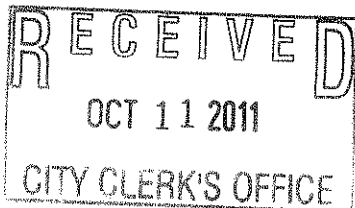
Beginning the intersection of the easterly line of Woodman Street, formerly Mason Street and the southerly line of Hayward North Back Street, thence easterly 328.55' along the southerly line of the back street to its easterly end, thence northwesterly 20xxx to the easterly end of the northerly line of the back street, thence 325.5' along the northerly line of the back street to the easterly line of Woodman Street, thence southerly 20' by the easterly line of Woodman Street to the point of beginning. The described street is an unnamed street shown on plan entitled "Land of Jennie F. Dickey and Phronie A. Woodman" dated July, 1910.

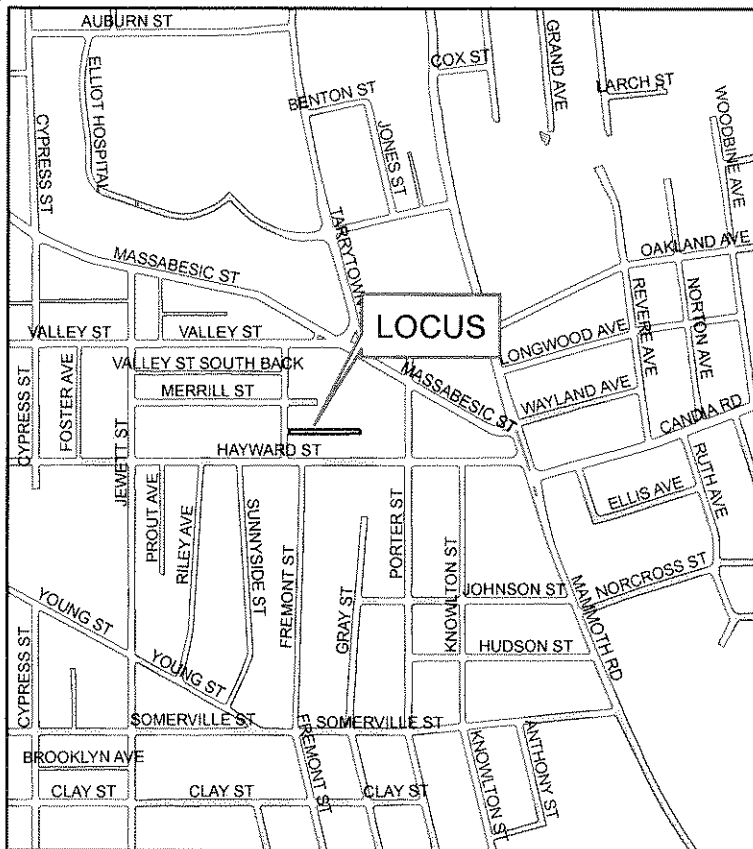
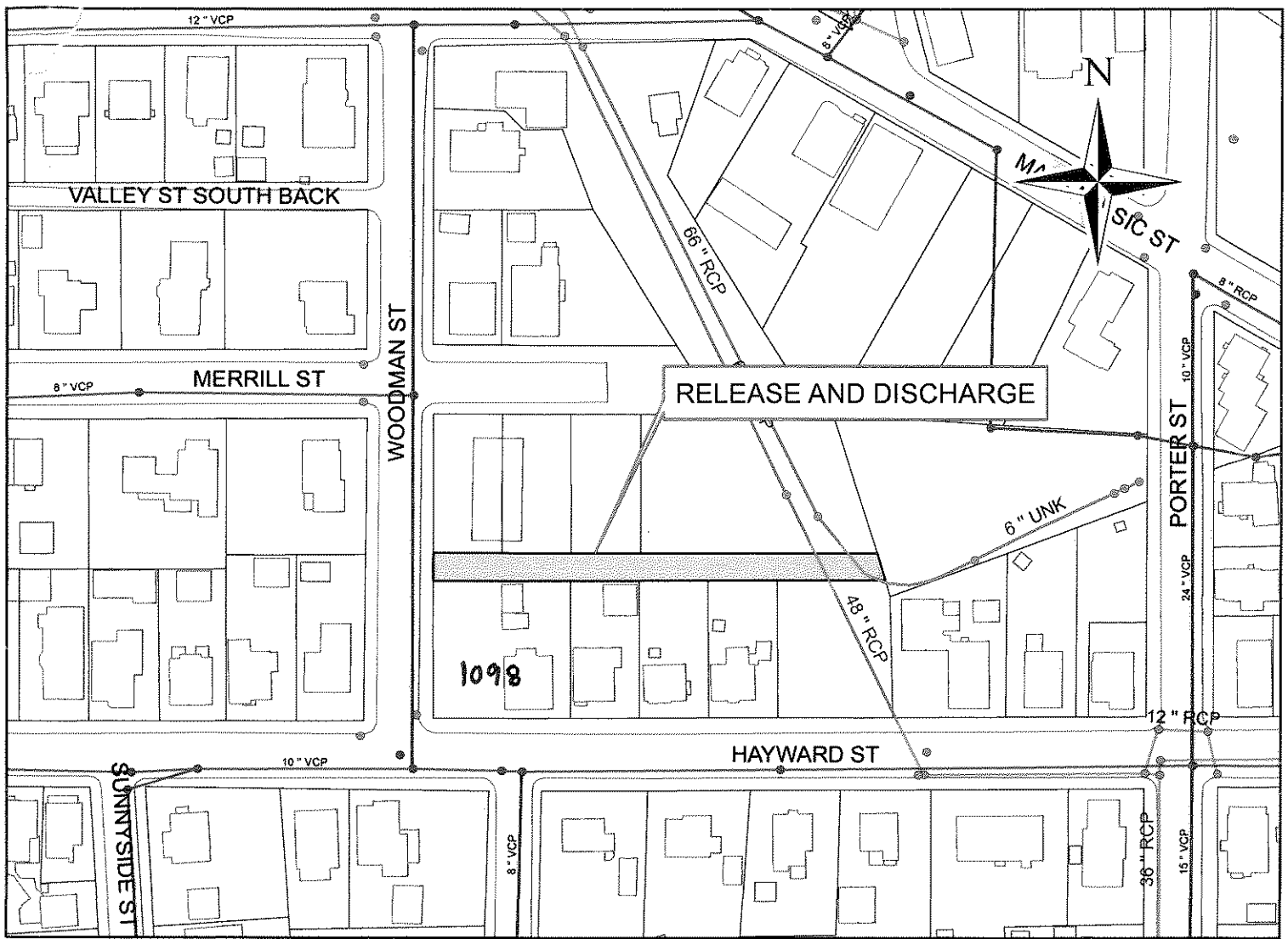
He, therefore, requests you to release and discharge the above-described portion of the unnamed street.

Dated at the City of Manchester, New Hampshire this 11 day of October 2011.

By: Paul McDanel

Paul McDanel – 1098 Hayward Street

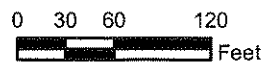




RELEASE AND DISCHARGE
UN-NAMED STREET
COMMONLY KNOWN AS
HAYWARD NORTH BACK STREET



Manchester, NH
 October 31, 2011



Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director



Commission
Raymond Hebert
Hal Sullivan
Bill Skouteris
Rick Rothwell
Philip Hebert

CITY OF MANCHESTER
Department of Public Works

March 22, 2013

Honorable Mayor and Board of Aldermen
c/o City Clerk's Office
One City Hall Plaza
Manchester, New Hampshire 03101

RE: PETITION FOR RELEASE AND DISCHARGE OF A PORTION OF HAYWARD
NORTH BACK STREET

Dear Mayor and Board of Aldermen:

Mr. McDanel is petitioning the Board of Mayor and Aldermen to release the City's right to build a public way in the location of the twenty foot paper street. Had this street been dedicated after 1913 rather than in 1910, this action would not have been needed as the dedication would have expired after 20 years. This action will have no effect on any private rights held by others.

Currently, there is not a public street in this location and we have no plans to construct a public street, therefore I believe approval of this request would be in order.

Sincerely,

Kevin Sheppard, P.E.
Director of Public Works

pc: City Solicitor

“Continuation of the Central Business Service District.”

Page 1 of 3

WHEREAS, The establishment of Central Business Service Districts are authorized under provision of RSA 31:120 through RSA 31:125; and

WHEREAS, The Board of Mayor and Aldermen have further authorized the establishment of such districts and has set forth procedures for the same in Chapter 37 of the Code of Ordinance; and

WHEREAS, The Board of Mayor and Aldermen, after consultation with and on the recommendation of an Advisory Board of owners and tenants within the proposed District, find that a Central Business Service District should be continued:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN:

THAT, The recommended boundaries of the District within which services will be provided and assessments made on the property are:

Beginning at a point at the intersection of River Road and west North Street; thence easterly along West North Street and continuing along North Street to Bay Street;
thence southerly along Bay Street to Sagamore Street;
thence along Sagamore Street to a point at the rear property line of property at 1631 Elm Street (Rite-Aid);
thence generally southerly along the rear property line of property at 1631 Elm Street (Rite-Aid) to Pennacook Street;
thence westerly along Pennacook Street to an alley – Elm Street East Back;
thence southerly along Elm Street East Back Alley to Blodgett Street;
thence westerly along Blodgett Street to an alley – Elm Street East Back;
thence southerly along Elm Street East Back Alley to Brook Street;
thence easterly along Brook Street to Temple Court;

“Continuation of the Central Business Service District.”

Page 2 of 3

thence southerly along Temple Court to Harrison Street;
thence westerly along Harrison Street to the rear of the building at
1415 Elm Street (the “Sears Building” so-called);
thence southerly along the rear of the building at 1415 Elm Street
(the “Sears Building” so-called) to Prospect Street;
thence continuing southerly along the rear property line of 1331-
1375 Elm Street to Myrtle Street;
thence continuing southerly along an alley – North Church Street
to Orange Street;
thence easterly along Orange Street to Chestnut Street;
thence southerly along Chestnut Street to Bridge Street;
thence easterly along Bridge Street to Pine Street;
thence southerly along Pine Street to Manchester Street;
thence westerly along Manchester Street to Chestnut Street;
thence southerly along Chestnut Street to Auburn Street;
thence westerly along Auburn Street to Willow Street
thence southerly along Willow Street to Valley Street
thence easterly along Valley Street to Elm Street.
thence southerly along Elm Street, including only those properties
with a border on Elm Street, to Queen City Avenue
thence westerly along the middle of Queen City Avenue to the
Queen City Bridge
thence northerly along the Merrimack River to the existing CBSD
border at the “Trestle Bridge”
thence northerly along the Merrimack River to the Amoskeag
Dam;
thence easterly from the Amoskeag Dam on a line extending to
River Road;
thence northerly along River Road to West North Street; said point
also being the point of beginning.

THAT,

The District is to include all properties within the described
boundaries.

“Continuation of the Central Business Service District.”

Page 3 of 3

- THAT, That the assessed values of the properties for purposes of assessments be established in accordance with the property tax maps and records as maintained by the Board of Assessors.
- THAT, Services to be provided within the District consist of daily cleaning, maintenance and inspection of incidental repairs within the right-of-way in the District and such other services as determined by the Advisory Board.
- THAT, The special district assessment for Fiscal Year 2014 shall be established in the fall of 2013 by the Assessor's Office at a rate sufficient to raise the approved budget of \$258,000.
- THAT, The special District assessment shall be made against the owners of all commercial, all industrial and residential properties of five units or more, (excluding multi-unit condominium properties).

RESOLVED that this Resolution shall take effect upon its passage.

“Authorizing the Finance Officer to transfer \$130,431 from the Special Revenue Reserve Account to the Parking Division in Fiscal Year 2013 to reimburse the Parking Division for Fiscal Year 2014 debt service associated with the Hampshire Plaza parking garage.”

WHEREAS, the Board of Mayor and Aldermen wish to reimburse the Parking Division for Fiscal Year 2014 debt service associated with the Hampshire Plaza parking garage; and

WHEREAS, there are sufficient funds available in the Special Revenue Reserve Account (#0101C13216) to fund a reimbursement of One Hundred Thirty Thousand, Four Hundred Thirty-One Dollars (\$130,431) in Fiscal Year 2014; and

NOW THEREFORE BE IT RESOLVED, that the Board of Mayor and Aldermen hereby authorize the Finance Officer to reimburse the Parking Division for Fiscal Year 2014 debt service associated with the Hampshire Plaza parking garage from the following source:

Special Revenue Reserve Account (#0101C13126)	\$130,431
---	-----------

RESOLVED that this Resolution shall take effect upon passage.

“Authorizing the Finance Officer to utilize surplus funds from the Fiscal Year 2013 budget to fund a prepayment of \$750,000 for Fiscal Year 2014 City pension costs.”

WHEREAS, the Board of Mayor and Aldermen wish to prepay Seven Hundred Fifty Thousand Dollars (\$750,000) of City pension costs for Fiscal Year 2014; and

WHEREAS, there are sufficient funds available in the Fiscal Year 2013 budget surplus to fund a prepayment of Seven Hundred Fifty Thousand Dollars (\$750,000) for Fiscal Year 2014 pension costs; and

NOW THEREFORE BE IT RESOLVED, that the Board of Mayor and Aldermen hereby authorize the Finance Officer to prepay Seven Hundred Fifty Thousand Dollars (\$750,000) of Fiscal Year 2014 pension costs from the following source:

Fiscal Year 2013 Budget General Fund Surplus	\$750,000
--	-----------

RESOLVED that this Resolution shall take effect upon passage.

“Appropriating to the Parking Fund the sum of \$5,000,000 from parking revenues for the Fiscal Year 2014.”

That the sum of Five Million Dollars (\$5,000,000) from parking revenues shall be hereby appropriated to the Parking Fund for the Fiscal Year 2014 as follows:

Salaries and Wages	\$713,739
Line Item Expenses	\$3,291,960
Capital Outlay	\$0

RESTRICTED FUNDS: Subject to the approval of the Finance Officer.

Employee Benefits	\$379,765
Debt Service	\$614,536

TOTAL	\$5,000,000
-------------	-------------

RESOLVED that this Resolution shall take effect upon its passage.

"Appropriating the sum of \$13,229,048 from Sewer User Rental Charges to the Environmental Protection Division for the Fiscal Year 2014."

That the sum of Thirteen Million, Two Hundred, Twenty Nine Thousand, Forty-Eight, Dollars (\$13,229,048) from Sewer User Rental Charges to the Environmental Protection Division for the Fiscal Year 2014 be hereby appropriated for operation Expenses as follows:

Salaries and Wages	\$2,767,897
Line Item Expenses	\$3,545,350
Capital Outlay	\$548,000

RESTRICTED FUNDS: Subject to the approval of the Finance Officer.

Employee Benefits	\$1,636,304
Insurance	\$200,000
Debt Service	\$4,490,497
Audit	\$16,000

RESTRICTED FUNDS: Subject to the approval of the Board of Mayor and Aldermen.

Contingency	\$25,000
-------------------	----------

TOTAL	\$13,229,048
-------------	--------------

RESOLVED that this Resolution shall take effect upon its passage.

“Appropriating the sum of \$2,130,115 from Recreation User Charges to the Recreation Division for the Fiscal Year 2014.”

That the sum of Two Million, One Hundred Thirty Thousand, One Hundred Fifteen Dollars (\$2,130,115) from Recreation User Charges to the Recreation Division for the Fiscal Year 2014 be hereby appropriated for operation Expenses as follows:

Salaries and Wages	\$670,494
Line Item Expenses	\$464,750
Capital Outlay	\$8,000

RESTRICTED FUNDS: Subject to the approval of the Finance Officer.

Employee Benefits	\$310,331
Insurance	\$21,000
Debt – Principal and Interest	\$497,540
Audit	\$8,000

RESTRICTED FUNDS: Subject to the approval of the Board of Mayor and Aldermen.

Contingency	\$150,000
-------------------	-----------

TOTAL	\$2,130,115
-------------	-------------

RESOLVED that this Resolution shall take effect upon its passage.

“Appropriating to the Manchester Transit Authority the sum of \$1,080,536 for the Fiscal Year 2014.”

That the sum of One Million, Eighty Thousand, Five Hundred Thirty-Six Dollars (\$1,080,536) is hereby appropriated to the Manchester Transit Authority for the Fiscal Year 2014 to be taken from such unappropriated money as may now be in the City Treasury or may hereafter come into it and the balance by tax upon the estates liable to be taxed in said City and by tax on polls, or from other source shall be appropriated as follows:

RESTRICTED FUNDS: Subject to the approval of the Manchester Transit Authority.

\$1,080,536

RESOLVED that this Resolution shall take effect upon its passage.

“Appropriating to the Manchester School District the sum of \$155,724,449 for the Fiscal Year 2014.”

That the sum of One Hundred Fifty-Five Million, Seven Hundred Twenty-Four Thousand, Four Hundred Forty-Nine Dollars (\$155,724,449) is hereby appropriated to the Manchester School District for the Fiscal Year 2014 to be taken from such unappropriated money as may now be in the City Treasury or may hereafter come into it and the balance by tax upon the estates liable to be taxed in said City and by tax on polls, or from other source shall be appropriated as follow:

RESTRICTED FUNDS: Subject to the approval of the City of Manchester Board of School Committee.

\$155,724,449

RESOLVED that this Resolution shall take effect upon its passage.

“Appropriating all Incremental Meals and Rooms Tax Revenue Received by the City in the Fiscal Year 2014 and held in the Civic Center Fund, for the payment of the City’s Obligations in Said Fiscal Year under the Financing Agreement.”

WHEREAS, IN ACCORDANCE WITH THE New Hampshire Revised Statutes Annotated, the Board of Mayor and Aldermen established on the books of the City the Civic Center Fund; and

WHEREAS, Meals and Rooms Tax Revenue, in excess of \$454,927 in each year, paid to the City by the State of New Hampshire in accordance with RSA 78-A shall be held in the Civic Center Fund to pay the City’s share of the costs of constructing the Manchester Civic Center; and

WHEREAS, in accordance with the terms of the Financing Agreement between the City and the Manchester Housing and Redevelopment Authority dated as of March 1, 2000 (the “Financing Agreement”), the City must appropriate funds held in the Civic Center Fund to meet its obligations under the Financing Agreement;

NOW, THEREFORE, be it resolved as follows:

That all Incremental Meals and Rooms Tax Revenue received by the City in the Fiscal Year 2014 and held, in the Civic Center Fund, is hereby appropriated for the payment of the City’s obligations in said fiscal year in accordance with the terms of the Financing Agreement.

RESOLVED that this Resolution shall take effect upon its passage.

“Appropriating to the Manchester Airport Authority the sum of \$47,887,649 from Special Airport Revenue Funds for the Fiscal Year 2014.”

That the sum of Forty-Seven Million, Eight Hundred Eighty-Seven Thousand, Six Hundred Forty-Nine Dollars (\$47,887,649) from Special Airport Revenue funds shall be hereby appropriated to the Manchester Airport Authority for the Fiscal Year 2014 as follows:

Salaries and Wages	\$5,680,000
Line Item Expenses	\$18,295,100
Capital Outlay	\$306,250

RESTRICTED FUNDS: Subject to the approval of the Finance Officer.

Employee Benefits	\$2,827,499
Debt – Principal and Interest	\$20,535,000
Debt – Bond Financing	\$75,000
Audit	\$50,000
Insurance	\$118,800

TOTAL	\$47,887,649
-------------	--------------

RESOLVED that this Resolution shall take effect upon its passage.

“Appropriating to the Manchester School Food and Nutrition Services Program the sum of \$5,796,000 from School Food and Nutrition Services Revenues for the Fiscal Year 2014.”

That the sum of Five Million, Seven Hundred Ninety-Six Thousand Dollars (\$5,796,000) from School Food and Nutrition Services revenues shall hereby be appropriated to the Manchester School Food and Nutrition Services program for the Fiscal Year 2014 as follows:

RESTRICTED FUNDS: Subject to the approval of the Manchester Board of School Committee.

\$5,796,000

RESOLVED that this Resolution shall take effect upon its passage.

“Raising Monies and Making Appropriations of \$134,970,938 for the Fiscal Year 2014.”

Page 1

That the sum of One Hundred Thirty-Four Million, Nine Hundred Seventy Thousand, Nine Hundred Thirty-Eight Dollars (\$134,970,938) plus the County Tax be taken from such unappropriated money as may now be in the City Treasury or may hereafter come into it, and the balance by tax upon the estates liable to be taxed in said City and by tax on polls, or from other source, shall be appropriated as follows:

General Government - Agencies

Aldermen	\$70,000
Assessors	\$603,245
City Clerk	\$984,852
Economic Development Office	\$202,506
City Solicitor	\$1,275,623
Finance Department	\$946,576
Information Systems	\$1,456,980
Mayor	\$228,243
Youth Services	\$579,915
Human Resources	\$702,881
Planning & Community Development	\$1,956,101
Facilities Division	\$6,270,996
Tax Collector	\$489,389
Fire Department	\$19,136,816
Police Department	\$21,218,548
Health Department – City	\$1,403,239
Health Department – School	\$1,366,418
Highway Department	\$16,294,576
Welfare Department	\$1,018,059
Parks and Recreation Division	\$3,072,349
Library	\$1,984,814
Senior Services	\$239,247
Central Fleet Management	\$2,933,489
Subtotal Agencies:	\$84,434,862

Continued on page 2

“Raising Monies and Making Appropriations of \$134,970,938 for the Fiscal Year 2014.”

Page 2

General Government - Non-Departmental Items

Health Insurance	\$7,778,880
Health Insurance Reserves	\$0.00
Dental Insurance	\$694,354
Life Insurance	\$71,061
Disability Insurance	\$60,413
Workers Compensation – Salary	\$584,000
Workers Compensation – Medical	\$1,800,000
Casualty & General Liability	\$947,131
Fire Retirement	\$4,780,358
Police Retirement	\$4,316,778
City Retirement	\$5,794,762
FICA	\$2,912,998
Unemployment	\$50,000
Tuition Reimbursement	\$50,000
Severance Pay	\$0.00
Street Lighting	\$1,394,044
Contingency/Salary Adjustment	\$399,839
Civic Contributions and Programs	\$143,514
Southern NH Planning Commission	\$68,434
Manchester Public Television	\$447,862
Community Improvements	\$0.00
Employees Medical Services	\$40,000
Maturing Debt	\$11,926,329
Interest on Maturing Debt	\$6,275,319
<i>Subtotal Non-Departmental</i>	\$50,536,076
GRAND TOTAL (Agencies and Non-Departmental)	\$134,970,938

RESOLVED that this Resolution shall take effect upon its passage.

“Appropriating to the Central Business Service District the sum of \$258,000 from Central Business Service District Funds for the Fiscal Year 2014.”

That the sum of Two Hundred Fifty-Eight Thousand Dollars (\$258,000) from Central Business Service District funds shall be hereby appropriated to the Central Business Service District for the Fiscal Year 2014 as follows:

RESTRICTED FUNDS: Subject to the approval of the Planning Director.

Expenses	\$258,000
----------------	-----------

TOTAL	\$258,000
-------------	-----------

RESOLVED that this Resolution shall take effect upon its passage.